

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 4 July 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 July 2019						
1	144/19/1	Patient Story SUI To liaise with Professor P Baker, Non-Executive Director to consider ways of building the following theme into the Medical Education Programme:- <ul style="list-style-type: none"> the importance of establishing a baseline of normal behaviours for patients with enhanced needs to identify the gap between 'well' and 'ill' behaviour patterns (including the possibility of using mobile phone video footage provided by parents/relatives). 	VB, NED	TB 6.9.19		
2	145/19/1	EMCRN Annual Report and Presentation To explore opportunities to segregate the UHL and EMCRN financial resources to support robust delivery of the required 30 days accounts payable performance for the EMCRN.	CFO	TB 6.9.19	Meeting held with EMCRN and CFO. Process improvements in place including additional escalation steps and improved reporting to ensure compliance with 30 days payment terms.	5
3	145/19/1	To review opportunities to improve the way that feedback is provided to patients who had participated in research studies and to include an update in the next quarterly EMCRN update.	Clinical Director EMCRN	TB 4.10.19	On track.	4
4	145/19/2	Reconfiguration Programme Update To present a report to a future public Trust Board meeting on the issues to be addressed to sustain and maintain safe clinical services during the delay in securing capital funding to progress the Strategic Reconfiguration Programme.	CFO	Future TB meeting TB 6.9.19	Mitigations to be presented to the September 2019 Trust Board meeting after discussion at the Executive Strategy Board and the Finance and Investment Committee in August 2019.	4
5	145/19/3.1	QOC Summary 27.6.19 To approve the recommended items (QOC terms of reference, 7 day services, annual fire report 2018/19, and CQC statement of purpose) for appropriate sign-off/submission as required.	CCSO/MD/DEF/CN	As required	Complete.	5
6	145/19/3.2	PPPC Summary 27.6.19 To approve the recommended items (PPPC terms of reference and Guardian of Safe Working quarterly update) for appropriate sign-off/submission as required.	CCSO/DPOD	As required	Complete.	5

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RAG Status Key:	5	Complete	4	On Track	3	Some Delay – expected to be completed as planned	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced
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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7	145/19/3.3	FIC Summary 27.6.19 To approve the recommendation relating changes to the FIC Terms of Reference for implementation from 25.7.19	CCSO	FIC 25.7.19	Complete.	5
8	145/19/3.3	To circulate the clinical coding presentation slides from the 27.6.19 FIC to all Trust Board members for information.	CCSO	Immediate	Complete.	5
9	145/19/3.3	To explore examples of bespoke responses to the changes in the annual allowance for pension tax that had been implemented at other NHS Trusts.	DPOD	Urgent	Examples have been shared and discussed with the Executive Team.	5
10	145/19/3.3	To arrange for appropriate briefing sessions to be offered to those individuals who might be affected by changes in the annual allowance for pension tax in the NHS (noting the need for affected individuals to seek their own independent advice).	DPOD	Urgent	Awaiting confirmation of dates from Equinity, these will then be communicated.	4
11	145/19/3.3	To brief the Trust Board on the 2019/20 Capital Programme and the 2019/20 Year End Income and Expenditure Forecast at the end of the first quarter of 2019/20.	CFO	TB 1.8.19	Complete and included on the Trust Board meeting agenda for 1 August 2019.	5
12	145/19/3.3	To update the risks section of the monthly financial performance report to include the risks surrounding UHL's response to the Annual Audit Letter for 2018/19.	CFO	FIC 25.7.19 & TB 1.8.19	Complete and included on the Trust Board meeting agenda for 1 August 2019.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
6 June 2019						
13	120/19/5	Revised Patient and Public Involvement Strategy To present a 6 month update on the implementation of the PPI Strategy to the Trust Board in December 2019.	DSC	TB 5.12.19	Provisionally scheduled for December 2019 Trust Board.	4
14	120/19/5	To consider producing a PPI Annual Report (based on a similar format to the Volunteer Services Annual Report)	DSC	By April 2020	Under consideration.	4
15	121/19/2	EMCRN – Annual Delivery Plan for 2019/20 To consider providing an accompanying summary for future EMCRN reports, drawing out the key issues for the Trust Board to consider.	MD	TB quarterly basis	This will be incorporated into the next report.	5

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Trust Board paper B

16	121/19/3	R&I Quarterly Update – June 2019 To include additional clarity in future reports on the actions planned or being taken to address those areas of the CQC readiness actions log which were currently RAG-rated as red.	DR&I	TB 5.9.19	This will be incorporated into the next report.	5
17	130/19/2	Revised Annual Accounts 2018/19 The outputs from the review of the 2018/19 Audit process be presented to the Audit Committee on 5 July 2019.	CFO	AC 5.7.19	Complete.	5
2 May 2019						
18	96/19/5	Safer Staffing Report – Nurse Acuity Review To present a report on Safer Maternity Staffing to a future Trust Board meeting.	CN	TB 4.7.19 TB 1.8.19	Provisionally scheduled for July 2019 Trust Board. Complete – a report features on the August 2019 Trust Board agenda.	5
19	99/19	Questions from the public To explore the suggestion for UHL to include the ‘Better Care Together’ logos within future Trust Board reports and provide feedback to the June 2019 Trust Board meeting.	DCLA	TB 6.6.19	Under consideration.	4
4 April 2019						
20	86/19/3	Chief Executive’s Monthly Report – April 2019 To hold a discussion on the concept of issuing staff with ‘pledge’ cards highlighting key elements of the Quality Strategy at a future Trust Board thinking day to assess the impact for such an initiative to improve staff engagement.	Chairman	Future TBTD TB 6.6.19 TB 4.7.19	A comprehensive communications plan is in hand to launch the Quality Strategy across the Trust in June 2019 – mentioned in the Chief Executive’s monthly update report to the June Trust Board.	4
7 March 2019						
21	62/19/3	Chief Executive’s Monthly Report – March 2019 To re-visit the Quality and Performance Dashboard (provided at appendix 1) as part of the UHL Quality Strategy and present a refreshed Quality Dashboard to the Trust Board upon completion.	CEO	TB 6.6.19 1.8.19	Included in work to revamp the Quality and Performance report. Will be included with effect from the August 2019 report.	4
22	62/19/4	Leicestershire Academic Health Partnership (LAHP) To arrange an appropriate ceremony for the formal signing of the LAHP Memorandum of Understanding.	DR&I	May 2019	Complete.	4
23	63/19/5.3	Financial Performance Month 10 To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	CFO	TB 4.4.19 6.6.19	To be implemented following finalisation of 2019/20 plans across LLR. In addition, a draft system side long term financial plan is due to be completed by the end of September 2019.	4
7 February 2019						

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24	40/19	Chairman's Monthly Update – February 2019 To consider developing a programme of Board to Board engagement to support the development of the LLR system-wide long term plan (to include Local Authorities and key stakeholders eg Healthwatch).	Chairman	TB 7.3.19	Under discussion with fellow LLR Chairs.	4
10 January 2019						
25	7/19/2	Oral and Maxillo-Facial Surgery Services To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation* to a Trust Board meeting (when available). * At the 6 June 2019 Trust Board meeting, the Medical Director advised that a more general update on the OMFS Service would be provided to the Trust Board.	MD	May 2019 June 2019 (provisional date) TB 4.7.19 TB 1.8.19	Will be reported when available (provisionally estimated as May 2019). Provisionally rescheduled for June 2019, pending receipt of the external review report. Rescheduled for July 2019 – the external review report has been received and the Trust is contacting and meeting the affected patients in the first instance. At the 6 June 2019 Trust Board meeting, the Medical Director advised that a general update on the OMFS Service would be provided to the July 2019 Trust Board meeting. Complete – a report is appended to the July 2019 QOC summary which features on the 1 August 2019 Trust Board agenda.	5

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