

University Hospitals of Leicester NHS Trust  
 Progress of actions arising from the Trust Board meeting held on **Thursday 6 December 2018**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>6 December 2018</b>						
1.	330/18	<b>Chair's report – December 2018</b> Ms K Jenkins Non-Executive Director to be endorsed as the Audit Committee Chair and a Non-Executive Director member of FIC and PPPC.	CCSM	Immediate	Actioned and added to the circulation lists accordingly.	5
2.	331/18	<b>Chief Executive's report – December 2018</b> To circulate feedback from NHSI following the Winter Assurance visit on 22 November 2018, for information.	COO	Immediate	Actioned.	5
2a	331/18	To advise the AEDB of the Trust Board's query on whether (equivalents of) OPEL 4 escalation processes were in place for CCGs/GPs.	COO	Next AEDB	All partners confirmed that they had escalation processes in place which have been reviewed as part of the winter planning process. Additional guidance has also been circulated via NHSE.	5
3.	332/18/1	<b>Patient story</b> To consider reviewing the Trust's policy on visiting hours (in light of comments on involving families more in dementia care).	CN	Immediate	This will be actioned through the Patient Experience Committee.	5
3a	332/18/1	To arrange for the story (as presented in person) to be shared with medical students.	CN/ PBNE	2018/19 financial year	Contact details provided accordingly – will be arranged by the Assistant Chief Nurse.	5
4.	332/18/2	<b>Leicestershire academic health partners</b> Noting the Trust Board's in-principle support for the proposal, to present a further update in February 2019, covering:- <ul style="list-style-type: none"> <li>financial issues including the scope for any commercial opportunities, and an assessment of continuing with/moving away from other existing partnerships, and</li> <li>governance issues including the memorandum of understanding.</li> </ul>	MD/ DRI	TB 7.2.19	To be scheduled accordingly.	4

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## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5.	334/18	<b>LLR STP and UHL reconfiguration update</b> To advise the SLT of the Trust Board's comments/feedback on the wider reconfiguration events (including the need for the questions posed and responses to those questions to be published on the BCT website as agreed). *** see also action 7a below	DSC	Next SLT	An update is provided in the monthly reconfiguration and STP report to the January 2019 Trust Board.	5
6.	335/18/1	<b>QOC 29.11.18 – public summary</b> To approve the quarterly update on learning from deaths.	MD	Immediate	Actioned at the 6.12.18 Trust Board.	5
7.	338/18	<b>Questions from the press and public</b> To review the issue of dementia care in more detail, noting the issues raised by the questioner and discuss further at QOC.	COO/ Exec Dir	Immediate	Dementia strategy discussed further at the 20.12.18 QOC.	5
7a***	338/18	To include comments on the timing/venues/publicity for the wider engagement events, in the feedback to the SLT.	DSC	Next SLT	An update is provided in the monthly reconfiguration and STP report to the January 2019 Trust Board.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>1 November 2018</b>						
8.	306/18	<b>Chief Executive's report – November 2018</b> To provide a summary of the points raised at the wider reconfiguration engagement events to Trust Board members (after each such event).	DSC/ DDCE	After each event	Work in progress.	4
9.	307/18/1	<b>Staff story – graduate management trainee programme</b> To contact the Workforce Development Manager outside the meeting, to discuss the specifics of the programme further.	PBNE	Immediate	Contact details provided to Professor P Baker Non-Executive Director.	5

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## Trust Board paper B

10.	314/18	<b>Questions from the press and public</b> To discuss the comment raised by the member of the public re: the UHL performance management and accountability framework outside the meeting.	COO	Before 10.1.19	Update provided at the 6.12.18 Trust Board: <i>meeting to be arranged before the January 2019 Trust Board.</i> Scheduled for 22.1.19	5
10a	314/18	To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	DSC/ DDCE	Once available	Will be actioned once work finalised.	4
<b>4 October 2018</b>						
11.	283/18	<b>Chief Executive's report – October 2018</b> To include a trend analysis in the next quarterly update on progress against UHL's annual priorities.	CE	TB 10.1.19	Scheduled accordingly.	5
12.	284/18/2	<b>Freedom to Speak Up (F2SU) self-assessment</b> Completed F2SU vision, strategy and plan to be presented to the Trust Board in December 2018.	DPOD	TB <del>6.12.18</del> 10.1.19	Now scheduled for the January 2019 Trust Board (recommended item from QOC).	5
13.	284/18/3	<b>NHS England core standards for emergency preparedness, resilience and response (EPRR) – self-assessment 2018-19</b> To provide an update to an Executive Board and the Audit Committee on completion of the year 1 actions – Chief Operating Officer to advise the most appropriate timeframe for that update.	COO	Exec Board/AC May 2019	Scheduled for May 2019.	4
14.	288/18/3	<b>FIC 27.9.18 – public summary</b> To consider holding a TB thinking day follow-up session with IBM.	CHAIR MAN	TBA	Noted at the December 2018 Trust Board that if pursued, such discussions would be part of a wider thinking day on strategic issues.	5
<b>6 September 2018</b>						
15.	252/18	<b>LLR STP and UHL reconfiguration</b> To consider how best to inform and empower UHL staff to act as ambassadors for the Trust's reconfiguration programme.	DSC	Immediate	Work in progress.	4
<b>2 August 2018</b>						
16.	217/18	<b>Chief Executive's report – August 2018</b> To consider how best to increase the coverage of estates issues at Trust Board meetings.	CHAIR MAN/ CE	Immediate	Chief Executive to discuss options with the Director of Estates and Facilities in the first instance.	4
<b>12 April 2018</b>						

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17.	97/18	<b>Chairman's monthly report – April 2018</b> To present a report on an overarching workforce strategy to a future Trust Board meeting.	DWOD/ MD/CN	<del>TB 2.8.18 6.9.18 PPPC 25.10.18 29.11.18 TB 1.11.18 6.12.18 TBTD 13.12.18 PPPC 31.1.19</del>	<del>Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPPC and EWB consideration in June/July July/August 2018 and the August-September 2018 TB. Following the employment of the new DPOD, this report will now go to PPPC in October and TB November 2018. Deferred to December 2018 Trust Board. Draft UHL People Strategy discussed at the December 2018 Trust Board Thinking Day, and will be presented to the January 2019 PPPC for recommended approval by the Trust Board.</del>	5
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