

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 5 September 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 September 2019						
1.	178/19/3	Chief Executive's monthly report – September 2019 To provide an update on Brexit preparations to the October 2019 Trust Board, including the position re: medicines management.	DCLA	TB 3.10.19	Included accordingly on the 3.10.19 Trust Board agenda.	5
2.	178/19/4	Becoming the Best – Quality Strategy To provide regular progress reports to PPPC, noting that Trust Board will also remain sighted via the monthly Chief Executive's reports and a 6-monthly deep dive at Trust Board.	CE /HoQI	PPPC monthly TB monthly & deep dive March/Sep	Scheduled accordingly.	5
2a	178/19/4	To ensure that the Quality Strategy includes a clear model of engagement reflecting UHL's diverse community, and covers both physical and mental health issues.	CE/ HoQI	Immediate	This will be achieved through the new board reporting and business case templates, which focus more explicitly on equality impact assessment. This is complemented by the new PPI Strategy and the PPI "test questions" now being implemented.	5
2b	178/19/4	To liaise with Healthwatch and other patient groups (in addition to the Patient Partners) re: patient engagement.	CE /HoQI	Immediate	Regular CEO and DSC meetings with Healthwatch in place to complement other engagement described in the PPI Strategy.	5
3.	179/19/1	Responsible Officer – annual Board report and statement of compliance To sign the Statement of Compliance, as now approved by the Trust Board.	CHAIR MAN	Immediate	Actioned – signed 23.9.19.	5
4.	179/19/2	EPRR annual report 2018/19 and NHSE core standards self-assessment To approve the outcome of the Trust's self-assessment against NHSE's core standards for EPRR, as per Trust Board paper H2.	COO	Immediate	Actioned – approved at the 5.9.19 Trust Board.	5
4a	179/19/2	To provide a report to the Audit Committee (en route to the Trust Board) re: 'mission-critical' prioritised systems, including the impact of any disruption to those systems and the related remedial plans.	COO /EPO	Future AC (Nov 19)	Discussed at 6.9.19 Audit Committee, with a further update scheduled for the next Audit Committee.	4

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4b	179/19/2	To ensure that appropriate information on 4a above is included in the EPRR annual report 2019/20.	COO/ EPO	EPRR annual rep 2019/20	Discussed at 6.9.19 Audit Committee, with a further update scheduled for the next Audit Committee (November 2019).	4
4c	179/19/2	To advise Ms V Bailey Non-Executive Director outside the meeting re: any work done to quantify the financial impact of major incidents.	COO/ EPO	By TB 3.10.19	A meeting with Ms V Bailey has been scheduled for 30 September.	5
4d	179/19/2	To consider asking the Safe and Timely Discharge Group to review whether/how the discharge triggers/decision-making thresholds would change in the event of a mass emergency.	COO	Immediate	This will be discussed with Ms V Bailey at the meeting scheduled for 30 September.	5
5.	179/19/3	Research and innovation 2019/20 quarterly update Future reports to include an outline of with which research partners UHL is working.	MD/ DR&I	TB Dec/March/ June/Sep	Under consideration as requested.	5
6.	179/19/4	Multi-professional education and training 2019/20 quarterly update Deputy Chief Nurse and Deputy Medical Director to develop a workforce strategy re: Physicians' Associates, for presentation to the Executive People and Culture Board, and to include the Director of People and OD in the discussions.	DPOD/ DCN/ DCE/DMD	EPCB 15.10.19 29.10.19	Scheduled accordingly.	4
7.	179/19/ 5.1	QOC summary 29.8.19 – learning from deaths To approve the 2019/20 quarterly learning from deaths report, as per Trust Board paper K.	MD	Immediate	Actioned – approved TB 5.9.19.	5
8.	179/19/ 5.3	FIC summary 29.8.19 – EMCHC full business case To approve the Children's Hospital Project phase 1 (EMCHC co-location) full business case, as per Trust Board paper M.	DSC	Immediate	Actioned – approved Trust Board 5.9.19.	5
1 August 2019						
9.	162/19/2.3	PPPC Summary 25.7.19 To present a report on national changes in pension tax allowance and the corresponding impact upon UHL's activity plans to a future PPPC meeting.	DPOD/ COO	Future PPPC	The Director of People and Organisational Development is awaiting further National guidance and will then advise when a report will be presented to PPPC.	4
10.	162/19/2.3	Any Other Business – Junior Doctors Court of Appeal To present a report on UHL's potential exposure in relation to Junior Doctor break times and the above test case to a future PPPC meeting.	DPOD/MD	Future PPPC	The Director of People and Organisational Development is currently considering which PPPC meeting this report will be presented to.	4

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 July 2019						
11.	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 TB 3.10.19	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. Included on the agenda for the 3.10.19 Trust Board.	5
6 June 2019						
12.	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
12a	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
7 March 2019						
13.	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 4.8.19 3.10.19	Included in work to revamp the Quality and Performance report. Approach and timetable revised following August TBTD. New Q&P layout to be trialled in Aug report and fully implemented from Sept report. So first revised CEO report dashboard will be to October Trust Board.	5
14.	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 7.11.19	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. Update: draft 5 year (LTP) shared with FIC in September 2019. Final draft for Trust Board consideration in November 2019.	4
7 February 2019						
15.	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. Update – first meeting of the LLR BCT STP Partnership Board to be held on 23.9.19.	5

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------