

University Hospitals of Leicester NHS Trust

Progress of actions arising from the Trust Board meetings held on **Thursday 1 March 2018** and **Thursday 22 March 2018**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
22 March 2018						
1.	TBC	<i>New Partnership to Deliver Improved Healthcare Estates and Facilities Services</i> The welcome proposal to match Agenda for Change (AfC) pay and conditions for new and existing staff to be adapted to incorporate (and overlap with) any nationally agreed changes to NHS Terms and Conditions of Service (as per the national announcement made on 21 March 2018).	DEF	TB 2.8.18	On track.	5
1a	TBC	Appropriate action to be taken to formally register the new Facilities Management Partnership as a Limited Liability Partnership (LLP) at Companies House by 31 March 2018.	CFO	By 31.3.18	Complete.	5
1b	TBC	UHL NHS Trust to execute the 'consent to become a member form' in relation to becoming a designated member of the LLP before the end of March 2018.	DCLA	By 31.3.18	Actioned.	5
1c	TBC	Trust Group Holdings to consider the rights and responsibilities of the Company as a consequence of becoming a designated member of the LLP and to agree and execute the 'consent to become a member form' before the end of March 2018.	TGH Chair	By 31.3.18	In progress.	4
1d	TBC	Full Business Case to be presented to the Trust Board on 2 August 2018, setting out the detailed proposals in respect of workforce issues, quality improvement, investment in the estate, service level agreements, performance management arrangements, governance structure, and any reserved matters.	DEF	TB 2.8.18	Scheduled accordingly.	5
1e	TBC	Updates on the development of the Facilities Management Partnership to be provided to the Trust Board on a monthly basis between April 2018 and July 2018. Subject to any commercial considerations, reports to be considered in the public domain (wherever possible).	DEF	Monthly: TB 12.4.18 TB 3.5.18 TB 7.6.18 TB 5.7.18	Scheduled accordingly.	5

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1 March 2018						
2.	TBC	Matters arising log <u>Identifying space at the Glenfield Hospital for the Hope Unit</u> To include an appropriate update in the action log, following the Director of Estates and Facilities' planned meeting with the CHUGGS Clinical Director on 2 March 2018.	CFO	After 2.3.18	Meeting held between the Space Manager and Professor of Oncology on 2 March 2018 and further discussion to take place during April 2018 to agree and finalise the solution.	4
2a	TBC	<u>Need for appropriate patient and public input in reconfiguration discussions</u> Updates to be incorporated into the monthly reconfiguration reports to the Trust Board.	CFO	TB monthly	Complete.	5
2b	TBC	<u>UHL's Freedom to Speak Up Guardian (F2SUG)</u> Next scheduled F2SU report to QOC also to include an update on the specific initiatives underway to publicise the work of UHL's F2SUG.	DWOD (DSR/ F2SUG)	QOC 28.6.18	To be included in the June 2018 F2SU report.	5
3.	TBC	Chairman's monthly report – March 2018 To involve the Chairman in planned wider discussions with East Midlands medical paediatric trainees re: concerns arising from the GMC's decision to strike off Dr H Bawa-Garba).	MD	Immediately	Chairman has been briefed accordingly.	5
4.	TBC	Chief Executive's monthly report – March 2018 April 2018 monthly report to include additional detail on the Trust's ED improvement plan.	CE	TB 12.4.18	Included in the April 2018 Trust Board report.	5
4a	TBC	To include appropriate information on the Trust's external website, signposting patients on how to contact the Trust re: queries about any elective and outpatient appointment cancellations.	DSC/ ICOO	Immediate	Complete.	5
4b	TBC	To advise Ms V Bailey Non-Executive Director, of any information available about the impact on UHL of cancellations at (smaller) neighbouring hospitals.	ICOO/ DPI	Immediate	Complete.	5
4c	TBC	To consider how best to continue expressing the Trust's thanks to ED and other staff.	CE	Immediate	Included in all staff email and "Above and Beyond" recognition.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4d	TBC	Final draft of UHL's Annual Operational Plan 2018-18 to be presented to the April 2018 Trust Board for approval.	CE	TB 12.4.18	Final draft of UHL's Annual Operational Plan 2018-19 to be submitted to the Finance and Investment Committee on 26.4.18, ahead of submission to NHS Improvement by 30.4.18, ahead of Trust Board ratification on 3.5.18.	4
5.	TBC	Patient story To contact the Director of Estates and Facilities to discuss how to ensure improved signposting by switchboard staff.	CN	Immediate	Complete.	5
5a	TBC	To consider including switchboard in the programme of Non-Executive Director visits/walkabouts.	DEF	Immediate	Will be included accordingly.	5
5b	TBC	To consider the development of a standardised approach within CHUGGS for Surgeons to speak to patients and/or their relatives following surgery.	MD/ CD CHUGGS	Immediate	Complete – this is being taken forwards by the Clinical Director, CHUGGS.	5
5c	TBC	To reflect the CHUGGS 'open day' initiative (re: accessibility of staff to patients/carers) in the UHL 2018-19 Quality Commitment.	MD/CN	Immediate	Complete – this is being built into the Quality Commitment work in the Patient Experience pillar.	5
5d	TBC	To consider the development to FAQs for encourage proactive engagement with carers.	CN	TBA	The CMG has commenced this workstream, but it is not yet complete.	4
5e	TBC	To consider the scope to audit/track the patient experience within UHL.	CN/ RM NED	Audit Cttee 2.3.18	Not yet commenced.	3
5f	TBC	Following the current month-long initiative, to review the new use of administrative staff to supplement non-clinical ward tasks.	EDs	after 31.3.18	Will be evaluated and outcome taken into account as part of planning for Winter 2018-19.	5
6.	TBC	Nursing and midwifery biannual establishment review To include an appropriate action plan in the report already planned for the April 2018 PPPC on measures to address nurse staffing gaps (NB: other staff groups will be covered in the strategic workforce update at that PPPC).	CN	PPPC 26.4.18	Will be included accordingly.	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7.	TBC	UHL annual priorities 2018-19 To amend the metrics/'underlying measures' column for priority 16 (Academic and Health Services Partnership) to:- <ul style="list-style-type: none"> ensure that all local universities are appropriately included; remove the reference to implementing the AHSP action plan by June 2018; reflect the intention to bring a further report on various model options to the Trust Board in April/May 2018. 	DSC	Immediate	Complete.	5
7a	TBC	To include specific year 2 objectives for priority 23 (commercial strategy).	DSC	Immediate	Complete.	5
7b	TBC	To approve and progress the 2018-19 annual priorities, taking appropriate account of the comments above re: the accompanying metrics.	DSC	Immediate	Complete.	5
8.	TBC	Learning from Deaths – quarterly report Comparator data to be included in the quarterly mortality report to QOC.	MD	QOC May/Aug/ Nov/Feb	Scheduled accordingly.	5
8a	TBC	To consider how best to reflect mortality data (and associated assurances) re: Leicester's specific demographic situation, including appropriate triangulation of date with Public Health England colleagues.	MD	Future TB	On track.	4
8b	TBC	To invite Dr J Grant, Consultant in Palliative Medicine, to present a patient story on end of life care to the Trust Board at the same meeting as the next quarterly update on learning from deaths.	MD	TB 7.6.18	On track.	4
9.	TBC	Trust Board Committees To identify Non-Executive Director Deputy Chairs for QOC, FIC and PPPC.	CHAIR MAN	Immediate	Being progressed by the Chairman in discussion with Non-Executive Directors.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10.	TBC	<p>Any other business <u>Sustainability issues</u> To consider the following issues in the next sustainability update to the Trust Board:-</p> <ul style="list-style-type: none"> UHL's stance on plastics usage; work re: supply chain/procurement sustainability issues, to further broaden the sustainability strategy beyond carbon reduction measures. 	CFO/DEF	June 2018	In progress.	4
10a	TBC	To circulate (to Non-Executive Directors) the waste management information provided at a recent Breakfast with the Boss event.	DEF	Immediately	Will be circulated week commencing 9.4.18.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
1 February 2018						
11.	29/18	<p>Matters arising log To report on reconfiguration discussions re: identifying space at the Glenfield Hospital for the Hope Unit.</p>	CFO	TB 1.3.18	Verbal update provided at the 1.3.18 Trust Board. Now superseded by item 2 above.	5
11a	29/18	All actions/updates to contain specific timeframes.	ALL	Immediate	Dates requested and included.	5
12.	31/18	<p>Chief Executive's report – February 2018 To discuss the draft CQC report at the February 2018 QOC (timing of receipt permitting).</p>	CN	QOC 22.2.18	Inclusion will depend on the timing of receiving the report and the likely short timescale available for amendments. Verbal update provided to QOC on 22.2.18	5
12a	31/18	To review the presentation of ambulance handover/cumulative loss of ambulance time information in future monthly quality and performance reports.	ICOO/DPI	Immediate	Will be available from April 2018.	5

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13.	33/18	Integrated risk and assurance report including Board Assurance Framework (BAF) Chief Information Officer's report re: prioritisation of IT capital schemes to be presented to FIC and Trust Board, reflecting:- <ul style="list-style-type: none"> appropriate prior input from the Capital Monitoring and Investment Committee; how the prioritised schemes will improve clinical safety and quality. 	CIO/ CFO	FIC PPPC 22.2.18 22.3.18 and TB 1.3.18 12.4.18	Redirected to PPPC rather than FIC and rescheduled at the request of the Chief Information Officer to the March 2018 PPPC. In progress as part of capital planning process for 2018/19.	5
14.	34/18	LLR STP and UHL reconfiguration update To seek clarity from Mr T Sanders LLR STP SRO on issues which would prevent UHL undertaking consultation prior to July 2018 on the Trust's own reconfiguration plans.	DSC	Immediate	Outcome of those discussions to be included in the covering sheet to the LLR STP report. A verbal update will be provided at the April 2018 Trust Board meeting.	4
14a	34/18	To provide a briefing to FIC on the various potential public/private funding sources open to UHL (as a non-FT).	CFO	Future FIC	In progress.	4
15.	35/18/1	Research and innovation 2017-18 quarter 3 update To seek an update from the joint UHL-UoL group re: the Chair in General Medicine.	MD (DR&I)	Immediate	Verbal update provided at the March 2018 Trust Board: recruitment continued to be actively pursued, looking potentially at an interim 1-year appointment in the first instance due to GMC CESR requirements.	5
15a	35/18/1	To ensure appropriate publicity is given to the appointment of a Lead Research Nurse.	MD (DR&I)	April 2018+	Work in progress.	4
16.	36/18/3	FIC 25.1.18 – summary of discussions To highlight (to the Director of Estates and Facilities and the reconfiguration team):- <ul style="list-style-type: none"> the need for appropriate patient and public input to the LRI Welcome Centre (and all other reconfiguration schemes), and Trust Board comments on the benefit of appropriate 'public space' within the Welcome Centre (eg for stakeholders and other partner organisations). 	CFO	Immediate	Verbal update provided at the 1.3.18 Trust Board. Now superseded by item 2a above.	5
17.	36/18/3	Month 9 financial performance External Audit feedback re: UHL's proposed 2017-18 technical and financial improvement provisions to be reported to the March 2018 Audit Committee.	CFO	AC 2.3.18	Discussed accordingly.	5

4 January 2018

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Trust Board paper B

18.	4/18	Matters arising log Non-Executive Director site tour to take place after presentation of the DCP to Trust Board (4.2.18) Thinking Day in February 2018.	CFO	after DCP report to 1.2.18 TB	This site tour is being arranged for February March during the Spring of 2018.	4
19.	7/18/1	Staff story – work of the Freedom to Speak Up Guardian (F2SUG) To confirm how themes from staff exit interviews are monitored/followed up.	DWOD	PPPC 26.4.18	In progress. To be included as part of the deep dive into staff retention. Update will be provided to the March April 2018 PPPC meeting.	4
19a	7/18/1	To consider how best to promote the role of UHL's F2SUG within the Trust.	DSC	By TB 1.2.18	Verbal update provided at the 1.3.18 Trust Board. Now superseded by item 2b above.	5
20.	7/18/2	Step into Health Pledge – Supporting the Armed Forces Community To approve the signing of the Step into Health Pledge as per paper F.	DWOD/ ICNED	Immediate	The date for signing is being confirmed with MOD representatives. Complete February 2018.	5
20a	7/18/2	To explore the scope to widen the concept of the Step into Health Pledge to other communities (eg faith/minority/hard to reach groups under-represented in UHL's workforce), develop a proactive UHL plan, and present proposals accordingly to a future PPPC en route to the Trust Board (including clarity on the mutual benefits of such a Pledge, and the likely resourcing needed).	DWOD	Immediate	Incorporated into the calendar of business for PPPC as part of the actions arising from the Equality and Diversity work programme. Resources for delivery to be scoped. Step into Health – a separate work programme is being scoped with resource requirements to be identified. An update will be provided to PPPC in April 2018.	5
21.	10/18/3	FIC 21.12.17 – summary of discussions and month 8 financial performance report To report on how pay costs have risen over the last 2-3 years (showing trends and themes) at the January 2018 FIC.	CFO	FIC 25.1.18 22.2.18 22.3.18	Deferred to February 2018 FIC meeting. Report completed but deferred until the FIC meeting in March 2018. Complete.	5
2 November 2017						
22.	273/17	Chief Executive's report – November 2017 To provide a further update on EPR plan B (Paperless Hospital 2020) and the prioritisation of the systems within that solution, once the outcome of the IT capital bid is known.	CE (CIO)	Future TB	To be scheduled once available. Chief Executive has written to NHSI Regional Director to chase a response re: funding. Formed part of Chief Executive's report to the March 2018 Trust Board, following discussion at the People, Process and Performance Committee in February 2018.	5

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