

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on **Thursday 5 July 2018**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 July 2018						
1.	182/18	Chief Executive's monthly report – July 2018 To report to the People, Process and Performance Committee summarising the root causes affecting ED performance and setting out what actions are needed to get above the national ED trajectory.	COO	PPPC 26.7.18	Presentation made to the 26.7.18 PPPC.	5
2.	183/18/1	Patient story – SUI To consider Non-Executive Director comments on the need for an LLR system-wide review of the Carers' strategy.	ACN	next PIPPEAC	Assistant Chief Nurse for Patient Experience has been asked to consider this suggestion at the next PIPEAC meeting.	4
2a	183/18/1	To check whether a patient representative is included on the group reviewing the self-administration of medicines.	ACN	Immediate	Medicines management team asked to ensure a patient representative is included on the group developing the self-administration of medicines training package.	4
2b	183/18/1	To meet with the patient's daughter (if she wished) and discuss the improvement plans in more detail.	ACN	by 13.7.18	The Acting Chief Nurse will make contact by 13.7.18.	5
2c	183/18/1	Where possible, to take appropriate account of patients' own routines in managing their own longterm conditions.	ACN	Ongoing	Discussed with the medicines management team as other medications to support long term conditions are part of the self-administration policy.	5
2d	183/18/1	To ensure that appropriate discussions with operational-level staff teams are built into the process for service moves.	CFO	Immediate	Agreed with Reconfiguration Team.	5
3.	183/18/3	Relocation of ICU – full business case (FBC) To approve the FBC for the relocation of level 3 Intensive Care Unit and associated services off the LGH site (now to be submitted to NHSI and the Department of Health).	CFO	Immediate	Actioned.	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
------------------------	---	-----------------	---	-----------------	---	---	---	--	---	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4.	184/18/2	Development of the FM LLP To ensure that structural and statutory governance issues are appropriately covered on the FM LLP programme board agenda.	CFO	Immediate	Scheduled accordingly.	5
4a	184/18/2	Full business case for the FM LLP to be presented to the September 2018 Trust Board for approval (deferred from August 2018).	CFO	TB 6.9.18	Scheduled accordingly.	4
5.	186/18	EM CRN annual delivery plan 2017-18 and quarter 1 update for 2018-19 To approve the EMCRN annual delivery report 2017-18 as presented (as host organisation).	MD	Immediate	Actioned.	5
5a	186/18	To approve the EMCRN governance framework as presented (as host organisation).	MD	Immediate	Actioned.	5
5b	186/18	To learn good practice lessons from elsewhere in terms of how to raise and embed the profile of research in EMCRN participating organisations.	MD (CD EMCRN)	Immediate	Work in progress.	4
6.	187/18/1	QOC 28.6.18 – summary of public discussions To approve the 2 recommended items, as appended to paper L (safeguarding children and adults annual report 2017 and the fire safety annual report 2017-18).	ALL	Immediate	Actioned.	5
6a	187/18/2	PPPC 28.6.18 – summary of public discussions To approve the recommended item appended to paper M (junior doctors' contract Guardian of Safe Working quarterly report)	ALL	Immediate	Actioned.	5
7.	187/18/3	Month 2 finance report 2018-19 To undertake an appropriate cross-check of the financial and operational targets driving partner organisations.	CFO	Immediate Aug 2018	In progress	4
8.	18918/1	Corporate Trustee business – CFC public minutes 7.6.18 To approve the recommended items as per paper P (wellbeing at work budget, grant applications 6906, 6907, 6904, 6905, and establishment of new charitable funds S006 and S007).	CFO/ DPOD	Immediate	Actioned.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9.	191/18	Questions and comments from the public To consider how best to preserve the records of decision-making groups (paper/electronic).	DCLA	2018/19 as part of the implementation of the Trust's Arts and Heritage Strategy	Will be the subject of consideration at future meetings of the Trust's Arts and Heritage Committee.	5
9a	191/18	To ensure that patient transport issues are appropriately considered in consultation on reconfiguration plans.	CFO	Ongoing	Agreed and within reconfiguration plans.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
7 June 2018						
10.	151/18/1	Patient story – end of life care To provide a follow-up report to a future QOC re: end of life care (1) taking appropriate account of the privacy and dignity impact of moving patients and also (2) specifically addressing points raised by Mr B Patel Non-Executive Director re: <ul style="list-style-type: none"> implications of the diverse population served by UHL, including (eg) balancing end of life care involvement of large families with the practical running of the ward; the role of carers. 	CN A DPOD	Future QOC (26.7.18)	Report provisionally scheduled on the EQB agenda 3 July and this will then be scheduled on the July QOC agenda. The Trust has the Carers Charter in place which will support as appropriate	5
11.	151/18/3	CNST incentive scheme To report to the July 2018 QOC regarding that 29 June 2018 submission.	CN	QOC 26.7.18	Featured on the QOC agenda for 26 July 2018.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

12.	152/18/1	Integrated risk and assurance report including the Board Assurance Framework (BAF) To approve the proposed holding of a Trust Board thinking day in Q2 of 2018-19 on risk appetite and tolerance. That discussion also to cover how to ensure that the BAF entries are directly linked to relevant actions on those issues.	MD/ DCLA	TBTD June – Aug 2018	Scheduled for the 9.8.18 Trust Board thinking day.	5
13.	153/18/2	Emergency floor phase 2 – models of care presentation Project team to review the need for further work regarding the appearance/external signage/privacy and dignity aspects of the GPAU entrance.	ICOO	Immediate	All old signs have been removed and the 'Ambulance Only' sign remains as per plan. Only ambulance crews have access to the Balmoral entrance for collection/arrival of patients to and from the acute assessment units. GPAU have not reported any privacy and dignity issues, and the new access route is working well.	5
13a	153/18/2	To brief Non-Executive Directors re: any cost-benefit assessment undertaken re: 24/7 frailty at the front door in-reach cover.	ICOO	Immediate	Recruitment to phase 2 agreed posts continues, including to the Frailty Emergency Squad (FES), who will provide frailty in-reach to ED. Geriatricians are in-reaching to ED from AFU and EFU ad-hoc as and when patient acuity allows. Cost benefit assessment will be undertaken once FES fully established.	5
13b	153/18/2	Future Trust Board thinking day to consider the impact on middle grade role and responsibilities of increased senior ED input.	CHAIR MAN/ MD/PB NED	Future TBTD	The points raised in the Board's discussions will be taken into account in the preparation of future reports on emergency care performance, for consideration in the first instance by the PPPC.	4
14.	154/18	Implementation of the PPI Strategy – quarterly update To consider the most appropriate way to review the working of the Joint Patient Reference Group, in light of changes to partner organisations.	DSC	Immediate	Under consideration.	4
15.	155/18/1	Learning from Deaths – quarterly update Although recognising national template requirements, Professor P Baker Non-Executive Director to contact Mr J Jameson Acting Medical Director to discuss potential options for presenting the report's data in a more easily-navigable and meaningful way – preliminary suggestions to be brought back for discussion.	PBNE /AMD	Ahead of next update	Specialist advice regarding the interpretation of such statistics has been obtained and sent to Mr Jameson (copied to the Chair).	4

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strikethrough~~ 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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

16.	155/18/4	People, Process and Performance Committee 24.5.18 – summary of discussions Chief Executive and Executive Director colleagues to consider how best to press (and progress) UHL's case for central IT investment.	CE	Immediate	Lobbying plan being developed. Have contacted NHSI for intelligence on back of recent Devon announcement. Update: Devon investment funds by accumulated FT capital.	5
17.	158/18	Questions from the public To consider the level of support needed by Trust staff who are also carers (including for family members at end of life).	CN DPOD	Immediate	The Acting Chief Nurse has requested that this action be progressed by HR rather than Corporate Nursing.	4
12 April 2018						
18.	97/18	Chairman's monthly report – April 2018 To consider meeting with local Universities and Colleges to discuss the recent Chamber of Commerce report on workforce challenges.	DWOD/ MD/CN	TBA	Work in progress.	4
18a	97/18	To present a report on an overarching workforce strategy to a future Trust Board meeting.	DWOD/ MD/CN	TB 2-8-18 6.9.18	Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPC and EWB consideration in June/July July/August 2018 and the August September 2018 TB.	4
19.	105/18	Questions from the press and public To review existing communication with patients and the public re: cancelled elective operations and plans for the resumption of normal elective activity.	DSC/ ICOO	Immediate	Actioned.	5
1 March 2018						
20.	56/18/1	Patient story To consider the development to FAQs for encourage proactive engagement with carers.	CN	Quarter 1 2018-19 July 2018	This will be considered as part of the review of the Trust Carers Charter. The 'Expert Panel' will review feedback from all the local community groups and discuss if the development of FAQ would be useful as part of the Charter.	5
1 February 2018						
21.	34/18	LLR STP and UHL reconfiguration update To provide a briefing to FIC on the various potential public/private funding sources open to UHL (as a non-FT).	CFO	Future FIC	To be developed within the overall Pre-Consultation Business Case for Reconfiguration.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------