

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6 September 2018						
1.	248/18	Chairman's monthly report: September 2018 To report on the systemic issues identified through the Dr Bawa-Garba case, including the recent Court of Appeal decision.	MD	TB 4.10.18	Scheduled accordingly.	5
2.	249/18	Chief Executive's monthly report: September 2018 To present the UHL Quality Improvement Strategy to the Trust Board once available.	CE	Future TB	Scheduled for the 6.12.18 Trust Board	5
2a	249/18	To highlight the potential financial risk impact (eg contractor penalties) of delays to the ICU reconfiguration scheme, to the Health Overview and Scrutiny Committee.	DSC	28.9.18	A joint report in the names of the Trust and the LLR CCGs has been submitted to the Joint Health Overview and Scrutiny Committee 28.9.18 addressing all of the salient points.	5
2b	249/18	To circulate information on the Lothian model linking quality and efficiency, to Mr A Johnson, Non-Executive Director.	CE	Immediate	Actioned.	5
3.	250/18/1	Patient story – maternity (post-partum haemorrhage) To confirm the UHL incidence of post-partum haemorrhage, for information.	ACN	By TB 4.10.18	Data requested from the Head of Midwifery.	4
4.	251/18	Integrated risk and assurance report including the Board Assurance Framework (BAF) To present the September 2018 EQB report re: nurse staffing and winter planning to the September 2018 QOC.	ACN	QOC 27.9.18	Actioned.	5
5.	252/18	LLR STP and UHL reconfiguration To consider options for an appropriate form of wider engagement (including its nature and focus).	CE	TBA	Will be progressed through SLT discussions.	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
------------------------	---	-----------------	---	-----------------	---	---	---	--	---	--------------------------

Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5a	252/18	The suite of consistent and concise messages on the key reconfiguration points being developed for Trust Board members re: reconfiguration (as per action 9a below), also to reiterate what is required for safe and sustainable clinical services.	DSC	Immediate	Work in progress.	4
5b	252/18	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
6.	253/18/1	QOC 30.8.18 – public summary To approve the items recommended by the 30.8.18 QOC (learning from deaths quarterly report and the LLR clinical quality audit report and associated action plan).	MD	Immediate	Approved.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
2 August 2018						
7.	216/18	Chairman's report – August 2018 To discuss EMLA proposals for a facilitated Board development session at the September 2018 Trust Board thinking day.	DPOD/ DCLA	TBTD 13.9.18	Actioned – discussed and agreed at the September 2018 agenda.	5
7a	217/18	Chief Executive's report – August 2018 To consider how best to increase the coverage of estates issues at Trust Board meetings.	CHAIR MAN/ CE	Immediate	CE to discuss options with the Director of Estates and Facilities in the first instance.	4
8.	218/18/1	Staff story – experiences of the Hospital European Exchange Programme (HOPE) To formally explore UHL becoming a HOPE host organisation.	DPOD	Immediate	Contacted Hope Programme to commence process for hosting from 2019.	5
8a	218/18/1	To review the Portuguese system staffing establishments and arrangements, and identify any transferable learning.	DPOD	Immediate	Meeting to be arranged with Vicki Turner.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Trust Board paper B

8b	218/18/1	To confirm the Portuguese staff turnover ratio, to the Director of People and OD (for information).	CFO /Dep Head of Contrac ts	Immediate	Will be picked up as part of the meeting mentioned immediately above.	5
9.	220/18	LLR STP and UHL reconfiguration programme update To review the draft PCBC at the September 2018 Trust Board, following the NHSE/I 'page turn'.	DSC	TB 6.9.18	Actioned.	5
9a	220/18	To develop a consistent and concise suite of messages on the key reconfiguration points, for Trust Board members.	DSC	Immediate	Covered in the Minutes of the 6.9.18 Trust Board, and superseded by action 5a above.	5
10.	221/18/1	Quality and Outcomes Committee 26.7.18 – summary To consider how best to enable Patient Partner input to the CQC action plan.	MD/ ACN	Immediate	Actioned – the Director of Clinical Quality has met with Martin Caple and the Patient Partner group to discuss how the patient partners can input in to the CQC process (journey from requires improvement to good), future CQC engagement, inspections and action planning. Paper produced for TBTD (13.9.18).	5
11.	221/18/3	Financial performance 2018-19 month 3 (June 2018) To present the planned detailed review of the Trust's ability to continue delivering over-activity, to the appropriate Trust Committees.	CFO/ COO	FIC 27.9.18	Actioned.	5
11a	221/18/3	To ensure that the nature of any FM LLP-related changes to the financial position are appropriately transparent.	CFO	End of Sept 2018	Analysis complete and shared with NHS Improvement. The formal change in reporting as a result of the decision will be part of the M6/Q2 submissions.	4
11b	221/18/3	To discuss outside the meeting the cash balance ratio between UHL and TGH Ltd.	CFO/ VBNE	By TB 6.9.18	Actioned.	5
12.	233/18/1	Any other business Learning lessons to improve care next stage review audit results to be presented to the September Trust Board as part of the quarterly Learning from Deaths report.	MD	EQB 7.8.18 QOC 30.8.18 TB 6.9.18	Actioned.	5
5 July 2018						
13.	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 PIPEAC	Assistant Chief Nurse for Patient Experience has been asked to consider this suggestion at the next PIPEEAC meeting. 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 ~~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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Trust Board paper B

13a	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.	5
14.	186/18	EM CRN annual delivery plan 2017-18 and quarter 1 update for 2018-19 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 EMCR N)	Immediate	Being taken forward accordingly.	5
7 June 2018						
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
12 April 2018						
16.	97/18	Chairman's monthly report – April 2018 To consider meeting with local Universities/Colleges to discuss the recent Chamber of Commerce report on workforce challenges.	DWOD/ MD/CN	TBA	Work in progress.	4
16a	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 PPPC 25.10.18 TB 1.11.18	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.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------