

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 August 2018

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
2 August 2018						
1.	216/18	Chairman's report – August 2018 To ensure that the venue for the visit to UHL by Professor Ted Baker, CQC Chief Inspector for Hospitals, can accommodate sufficient numbers of staff.	CE	Once date finalised	Visit will be accommodated accordingly.	5
1a	216/18	To discuss EMLA proposals for a facilitated Board development session at the September 2018 Trust Board thinking day.	DPOD/ DCLA	TBTD 13.9.18	In progress – to be included on the September 2018 agenda.	4
2.	217/18	Chief Executive's report – August 2018 To consider how best to update the Trust Board on the national student survey results, including potentially via the quarterly multi-professional education and training update.	MD/ PBNEED	Sept 2018	Although the GMC National Training Survey is included in the quarterly multi-professional education and training report, an update on the National Student Survey would need to be provided direct from the University of Leicester. This is included accordingly in the latest quarterly update (see Bulletin papers for the 6.9.18 Trust Board).	5
2a	217/18	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
3.	218/18/1	Staff story – experiences of the Hospital European Exchange Programme (HOPE) To formally explore UHL becoming a HOPE host organisation.	DPOD	Immediate	In progress – contacted Hope Programme to commence process for hosting from 2019.	4
3a	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.	4
3b	218/18/1	To confirm the Portuguese staff turnover ratio, to the Director of People and OD (for information).	CFO /Dep Head of Contracts	Immediate	In progress.	4

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4.	218/18/2	Annual medical revalidation and appraisal report 2017-18 To approve the annual medical revalidation and appraisal report 2017-18 as presented, and sign the statement of compliance as required.	CHAIR MAN/CE	Immediate	Actioned.	5
5.	219/18	Integrated risk and assurance report including BAF To update the financial BAF principal risk to reflect the position of the FM LLP initiative.	CFO	Immediate	Actioned.	5
6.	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	Scheduled accordingly.	4
6a	220/18	To develop a consistent and concise suite of messages on the key reconfiguration points, for Trust Board members.	DSC	Immediate	Verbal update to be provided at the 6.9.18 Trust Board.	
7.	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	Progress is as outlined in the PPI quarterly update report on the Trust Board agenda for 6.9.18.	4
8.	221/18/2	People, Process and Performance Committee 26.7.18 – summary To consider how best to communicate the 5-year strategic workforce plan to staff.	DPOD	TBA	Circulated to senior HR/OD team for communication within CMGs. Implementation plans are summarised in the overarching plan but will be managed and delivered through individual workstreams using the methodology described in the Strategy.	5
9.	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	To be completed as part of revised activity/winter plan for 2018/19.	4
9a	221/18/3	To clarify how far the rise in activity is genuine growth compared to the position in 2017-18, or a rise against plan.	CFO	Immediate	The rise in emergency activity year to date is against both the plan (contract) and the levels seen in 2017/18. The variance against contract is less significant than the year on year variance because a level of activity growth was included when setting the 2018/19 contract.	5

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9b	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	In progress in conjunction with NHS Improvement.	4
9c	221/18/3	To discuss outside the meeting the cash balance ratio between UHL and TGH Ltd.	CFO/ VBNE	By TB 6.9.18	In progress.	4
10.	222/18/1	Audit Committee minutes 6.7.18 Trust Board to approve the Counter Fraud, Bribery and Corruption Policy, as recommended by the Audit Committee.	CFO	Immediate	Actioned.	5
11.	233/1/	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	Scheduled accordingly.	4

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
5 July 2018						
12.	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 PIPEEAC meeting.	4
12a	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
13.	184/18/2	Development of the FM LLP 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	Not now proceeding in light of recent NHSI advice.	5

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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	Work in progress.	4
15.	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	Actioned.	5
7 June 2018						
16.	153/18/2	Emergency floor phase 2 – models of care presentation 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.	5
17.	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	Discussions have taken place accordingly.	5
18.	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
19.	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	Flexible working policies are in place, along with the carers charter to support staff with carer responsibilities. These will be reviewed in line with policy review dates/work plans.	5
12 April 2018						
20.	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

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20a	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
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.	5

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