

University Hospitals of Leicester NHS Trust  
Progress of actions arising from the Trust Board meeting held on **Thursday 3 May 2018**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>3 May 2018</b>						
1.	120/18	<b>Chief Executive's report – May 2018</b> Integrated planning for 2018-19 to be discussed at the May 2018 Trust Board thinking day.	DSC/ CE	TBTD 10.5.18	Featured on the agenda accordingly.	5
2.	121/18/2	<b>Annual Operational Plan/integrated business planning 2018-19 (submitted to NHSI 30.4.18)</b> To (retrospectively) approve the final draft of UHL's refreshed Annual Operational Plan 2018-19, noting the Trust Board's view that there were outstanding risks rather than 'significant' risks (as currently stated on the covering report).	DSC	Immediate	Annual Operational Plan 2018/19 ratified by Trust Board 3.5.18.	5
3.	122/18/1	<b>Integrated risk and assurance report</b> An update on delivery of the 2018-19 annual priorities to be provided to the Trust Board on a quarterly basis, appended to the Chief Executive's report.	DSC	TB quarterly	To be scheduled as appropriate.	4
4.	122/18/2	<b>Development of the Facilities Management LLP</b> Detailed project plan to be presented to the June 2018 Trust Board.	CFO	TB 7.6.18	Verbal update featured on the public agenda for 7.6.18.	4
5.	122/18/3	<b>2017-18 data security protection requirements</b> (noting the 11.5.18 submission date) To approve the NHSI return in principle and delegate authority to the Chief Executive and the Chief Information Officer to update the submission by identifying a lead Executive with senior level responsibility for data and cyber security.	CE/ CIO	By 11.5.18	SIRO role re-assigned to CIO and amended return submitted.	5
5a	122/18/3	Report also to be discussed at a future Audit Committee, noting the Trust Board's wish for (i) greater assurance on the testing/monitoring of the risks, and (i) a description of the balance of the risks.	CE/ CIO	Future AC AC 6.7.18	Report submitted to Audit Committee 25.5.18 but deferred to July 2018 Audit Committee.	4

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6.	122/18/4	<b>NHS Provider Licence conditions G6 and FT4 – self certification</b> To approve the signing of the self-certifications, subject to reflecting the context of NHSE/I relaxation re: waiting lists in G6.	DCLA (CE/Dep Chair)	Immediate	Complete.	5
7.	123/18	<b>LLR STP and UHL reconfiguration programme update</b> To consider holding a Trust Board thinking day discussion on the implications (for elective activity) of the 2018-18 planning approach.	Dep Chair/ DSC/CE	Future TBTD (TBA)	Included in planning/capacity update at May 2018 TBTD.	5
7a	123/18	EF phase 2 team to present the models of care work to the April 2018 PPPC.	CFO	PPPC <del>24.5.18</del> TB 7.6.18	Team unable to attend PPPC in April 2018, therefore the Chief Executive requested that a presentation take place instead at the June 2018 Trust Board.	5
8.	124/18/1	<b>Research and innovation quarter 4 update 2017-18</b> To discuss the UHL-UoL joint strategy at the June 2018 Trust Board thinking day.	MD/ PBNE	TBTD 21.6.18	To be scheduled accordingly.	4
9.	124/18/2	<b>Multi-professional education quarter 4 update 2017-18</b> To contact the UHL Communications Team and Professor P Baker Non-Executive Director, to ensure an appropriately-high profile for the education awards.	MD/DCE	Immediate	Actioned.	5
9a	124/18/2	To advise whether UHL has experienced any increased public interest in nursing careers following the recent NUH 'Hospital' programme.	ADWOD	Immediate	Actioned – no direct interest identified.	5
9b	124/18/2	To circulate the recent EWB report on pharmacy staffing to Trust Board members for information.	CCSM	Immediate	Actioned.	5

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Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>12 April 2018</b>						
10.	97/18	<b>Chairman's monthly report – April 2018</b> 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
10a	97/18	To present a report on an overarching workforce strategy to a future Trust Board meeting.	DWOD/ MD/CN	TB 2.8.18	Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPPC and EWB consideration in June/July 2018 and the August 2018 Trust Board.	4
11.	100/18	<b>LLR STP and UHL reconfiguration programme update</b> Trust Board discussion on critical service provision issues and associated UHL priorities to be scheduled following a forthcoming regional meeting with NHS Improvement re: the LLR STP.	CE/ DSC	Following the NHSI mtg	<del>Verbal update to be provided on 3 May 2018.</del> Addressed through the STP/reconfiguration update provided at the 3.5.18 Trust Board.	5
11a	100/18	Professor P Baker Non-Executive Director, to brief Trust Board members on his 12.4.18 meeting with the SLT re: R&I aspects of the LLR STP.	PBNEED	Following 12.4.18	<del>Verbal update to be provided on 3 May 2018.</del> Addressed through the STP/reconfiguration update provided at the 3.5.18 Trust Board.	5
12.	101/18/1	<b>East Midland Clinical Research Network (EMCRN) 2017-18 quarter 4 update</b> To consider inviting CMGs to attend the annual Trust Board thinking day on research/innovation/education/training.	CHAIR MAN	Before TBTD 11.10.18	Under consideration.	4
12a	101/18/1	To present the 2017-18 EMCRN annual report to the May 2018 Trust Board for approval.	MD	TB <del>3.5.18</del> 5.7.18	The EMCRN Annual Report has been rescheduled for presentation to the Trust Board on 5 July 2018 to coincide with the next quarterly EMCRN update.	4
13.	105/18	<b>Questions from the press and public</b> 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	Work in progress.	4
<b>1 March 2018</b>						

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14.	55/18	<b>Chief Executive's monthly report – March 2018</b> Final draft of UHL's Annual Operational Plan 2018-18 to be presented to the April 2018 Trust Board for approval.	CE	<del>TB</del> <del>12.4.18</del> FIC 26.4.18 TB 3.5.18	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. <b>Actioned.</b>	5
15.	56/18/1	<b>Patient story</b> To consider the development to FAQs for encourage proactive engagement with carers.	CN	<del>Quarter 1</del> <del>2018-19</del> <b>July 2018</b>	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.	4
<b>1 February 2018</b>						
16.	34/18	<b>LLR STP and UHL reconfiguration update</b> 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

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