

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 4 January 2018

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	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 2018 (post TBTD).	4
1a	4/18	To include the timescale for the staff survey (re: on-site nursery provision) in the next iteration of the Trust Board action log.	DWOD	In log for 1.2.18 TB	Not started – take action plan to PPPC in April or May 2018. Links to reconfiguration programme and commercial option appraisal – needs resource allocation.	2
1b	4/18	To resolve and close the December 2016 entry relating to public assurance on reconfiguration contingency plans (action 23 of this log)	CFO	Immediate	Complete.	5
2.	6/18	Chief Executive's monthly report: January 2018 To review the steps in place to reduce 'patient dwell time'.	ICOO/ MD/CN	PPPC 25.1.18	Report features on PPPC agenda 25.1.18.	5
3.	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	Future PPPC	In progress. To be included as part of the deep dive into staff retention. Update will be provided to the March 2018 PPPC meeting.	4
3a	7/18/1	The quarterly F2SUG report to QOC to be placed at the beginning of that agenda, to enable Mr A Johnson, Non-Executive Director Lead for Freedom to Speak Up, to attend.	MD (DSR)	QOC Mar/June/ Sep/Dec	To be actioned on the appropriate agendas.	5
3b	7/18/1	Future F2SUG reports also to cover:- (i) whether (and if so how) UHL's approach to F2SU is innovative; (ii) how UHL measures up against the national F2SUG's proposals/recommendations, (iii) relevant comparative information from elsewhere, and (iii) progress made in addressing any internal recommendations contained within the reports.	MD (DSR)	Next F2SU report to EQB/QOC February 2018	Scheduled accordingly.	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*
3c	7/18/1	To discuss whether – and if so at what frequency – there should be a F2SUG report direct to the Trust Board (currently reported quarterly through QOC).	CHAIR MAN/DCLA	By TB 1.2.18	Discussed and agreed to retain quarterly reporting via QOC at present, but will be kept under review as the F2SU role develops.	5
3d	7/18/1	To consider how best to promote the role of UHL's F2SUG within the Trust.	DSC	By TB 1.2.18	Under consideration.	4
4.	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.	4
4a	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 March 2018.	4
4b	7/18/2	To develop a robust programme of interaction with (eg) Regional Resettlement Centre (RRC) Cottesmore.	DWOD/ ICNED	Immediate	This action is being progressed as part of action 4a above. No further separate tracking to be undertaken through this action log.	5
5.	8/18	Integrated risk report including the Board Assurance Framework (BAF) To review how best to keep the Trust Board appropriately sighted to workforce risks and developments, noting the wish to avoid duplicating the work of the PPPC.	CHAIR MAN/ DCLA	For financial year 2018-19	Under consideration.	4
5a	8/18	To reflect in the BAF whether issues are inside or outside of the Trust's control.	MD	Next iteration	Complete.	5
5b	8/18	2020 Paperless Board to review IT risks and risk scores.	MD	First mtg of the 2020 PB	To be scheduled accordingly.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6.	9/18	LLR STP and UHL reconfiguration programme Revised draft LLR STP to be considered at the public session of the March 2018 Trust Board.	DSC	TB 1.3.18	Scheduled accordingly.	4
6a	9/18	To approve the amendment to the OBC for the (renamed) scheme 'relocation of ICU capacity and associated specialties from the LGH site', noting the increased cost of circa £500k from the OBC originally approved in November 2017.	CFO	Immediate	Complete.	5
6b	9/18	Next iteration of the reconfiguration report to include an update on workforce requirements for the Emergency Floor phase 2.	CFO/ DWOD	TB 1.2.18 TB 1.3.18	Star Chamber meeting on this issue taking place on 5 February 2018. Update therefore will be included at the Trust Board meeting in March 2018.	4
7.	10/18/3	FIC 21.12.17 – summary of discussions and month 8 financial performance report To approve the Interpretation and Language Contract award as recommended by FIC.	DWOD	Immediate	Actioned.	5
7a	10/18/3	To provide a further update to the January 2018 FIC on the pc replacement programme.	CFO (CIO)	FIC 25.1.18	Report included in January 2018 FIC agenda.	5
7b	10/18/3	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	Deferred to February 2018 FIC meeting.	3
7c	10/18/3	To report re: the impact of winter elective cancellations on income and staffing costs at the January 2018 FIC and February 2018 Trust Board.	CFO	FIC 25.1.18 TB 1.2.18	Scheduled accordingly. Briefings provided but more detail on January's operational position will be included as part of month 10 reporting.	4
8.	12/18/2	Corporate Trustee Business – adoption of the final accounts and annual report 2016-17 for Leicester Hospitals Charity. To approve the Charity accounts and annual report 2016-17 as presented and sign the statements accordingly.	Relevant signatories	Immediate	Actioned at the meeting on 4.1.18	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.	14/18	Questions from the press and public Issue of potential partnership working on activity to be discussed at a future Trust Board thinking day.	CHAIR MAN/DCLA	To be included in the Trust Board Thinking Day programme 2018/19.	To be scheduled accordingly.	4
10.	24/18/2	Any other Business – Councillor E White To send a letter of condolence on behalf of the Trust Board re: Cllr E White (Leicestershire County Council).	CHAIR MAN	Immediate	Actioned.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
7 December 2017						
11.	293/17	Matters arising log To include a date for any actions indicated as being 'under consideration'.	CCSM	Immediate	Will be reflected in the updated action log accordingly.	5
12.	298/17	Chief Executive's report – December 2017 Root cause analysis of the retained guidewire never event to be discussed at Executive Quality Board (EQB) and the Quality and Outcomes Committee (QOC), once available.	CN	EQB & QOC Once available	On the agenda for the January 2018 EQB and January 2018 QOC.	5
13.	299/17/3	Learning from Deaths (LfD) To develop an appropriate engagement strategy to provide assurance to the families of deceased patients that learning from deaths is a priority for the Trust.	MD	TB 1.3.18	Verbal update provided 4.1.18: Medical Director confirmed that the Learning from Deaths Policy is available on UHL's website, and that all bereaved families are contacted as part of the Medical Examiner's role. A strengthened description of the engagement undertaken with families will be provided in the next iteration of the LfD report to Trust Board.	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

14.	301/17	Patient and public involvement (PPI) strategy QOC to receive a report on how to PPI feedback is being translated into action (and how to ensure that process).	DSC	Future QOC	Membership Manager to confirm a date for submission.	4
15.	302/17	LLR Sustainability and Transformation Partnership (STP) and UHL reconfiguration update Refreshed LLR STP narrative to be presented to the January 2018 Trust Board.	DSC	TB 4.1.18	Agreed at the LLR Senior Leadership Team on 21.12.17 that the refreshed LLR STP narrative will be presented to LLR public Board meetings by no later than end of quarter 4 2017/18. Superseded by action 6 above	5
2 November 2017						
16.	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.	4
17.	281/17	Questions from the press and public To review the issue of on-site nursery provision.	DWOD/CN	TB 7.12.17	To be flagged as part of wider reconfiguration and estates strategy, as appropriate, and also if staff confirm this would be a valued service. The previous nursery was closed some years ago and staff now have access to child care vouchers to help fund their own preferred arrangements. Any future nursery provision would need to be run by a commercial provider in suitable accommodation. Superseded by action 1a above	5
5 October 2017						

* 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

18.	252/17/2	<i>UHL research and innovation 2017-18 quarterly update</i> To seek an update on identifying space at the Glenfield Hospital for the Hope Unit.	CFO	Immediate	CFO/DEF discussion has taken place. Solution for Hope Unit delayed whilst recent reconfiguration decisions being considered. Substantive response requested for December Trust Board meeting. Due to the Reconfiguration Programme, further meetings are being held with the CMG cumulating in a meeting on 7 December 2017 to progress options. The Estates & Facilities Space Manager set up a series of meetings with the CMG to discuss the short, medium and longer term space requirements. The follow up meeting due to be held on 07 December 2017 was postponed by the CMG and despite follow-up requests it has not proven possible to arrange further meetings.	3
19.	253/17/3	<i>Multi-professional education and training 2017-18 quarterly update</i> To consider holding a Trust Board thinking day on IT issues and opportunities.	CHAIR MAN/CE	Future TBTD	To be held in 2018 – arrangements in hand to confirm a date.	4
7 September 2017						
20.	223/17/2	<i>Accountable care system</i> Consideration of the accountable care system (paper N) to be deferred until the October 2017 Trust Board, following further internal discussion at the September 2017 Trust Board thinking day.	CE/ DCIE	TB 5.10.17 TBTD 14.9.17	Update provided at January TBTD.	5
3 August 2017						
21.	195/17	<i>Matters arising log</i> An appropriate lookback at the 2017-18 BAF to be undertaken when setting the Trust's 2018-19 annual priorities.	MD/ CE	When setting the priorities	Completed as part of priority setting exercise.	5
22.	198/17/2	<i>Volunteer Services Annual Report 2016-17</i> Volunteer Services Coordinator to be asked to contact Dr C Miller Geriatrics Registrar, to discuss how volunteers might play a role in spotting delirium.	CN (VSC)	Immediate	Work in progress.	4
1 December 2016						

* 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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

23.	291/16/1	<p>STP/BCT and UHL reconfiguration programme monthly update</p> <p>To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.</p>	CFO/ CE	Once formal STP feedback is received	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------