

University Hospitals of Leicester NHS Trust
 Progress of actions arising from the Trust Board meeting held on **Thursday 10 January 2019**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10 January 2019						
1	6/19	Chief Executive's Monthly Update Report – January 2019 To consider the arrangements for populating the right hand column of the Quality and Performance Dashboard provided at appendix 1 (to indicate the date by which compliance would be achieved).	COO	TB 7.2.19	The December report has compliance dates where known or a note included.	5
2	6/19	To include additional NerveCentre patient acuity trend data within all reports on Emergency Care performance going forwards.	COO	Immediate	The January urgent care reports will include Acuity (EWS) trend data.	5
3	7/19/1	Patient Story – Serious Incident To contact the staff members involved in making the video to record the Trust Board's appreciation of their contribution towards sustainable improvements in patient safety culture.	DSR	Immediate	The DSR has contacted the relevant staff to convey the Board's thanks for making this video.	5
4	7/19/1	To consider ending the video with a short message of thanks from the Medical Director and the Chief Nurse.	DSR	Immediate	Filming booked for 6 March 2019	4
5	7/19/1	To circulate a link to the finalised video to the relevant staff groups at UHL, reiterating the key messages and highlighting the availability of other patient safety videos.	DSR	When video is available	Planned for week commencing 11 March 2019.	4
6	7/19/2	Oral and Maxillo-Facial Surgery Services To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	MD	May 2019 (provisional date)	Will be reported when available (provisionally estimated as May 2019).	4
7	7/19/2	To develop a systematic approach to the reporting of outcomes arising from Getting It Right First Time (GIRFT) reviews through the Executive Quality Board and the Quality and Outcomes Committee.	MD/DECIP	Immediate and ongoing	Will be picked up as part of the Quality Commitment work for 2019-20.	5
8	7/19/2	To prepare and circulate a staff briefing on the current position re: UHL's OMFS service and the proactive work being undertaken to implement the recommendations made by the Royal College of Surgeons and restore the service accordingly.	MD	Immediate	Actioned.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9	7/19/3	Briefing Paper: Planning 2019/20 To submit the draft UHL and System Operational Plans to the Trust Board for approval on 7 February 2019.	DSC	TB 7.2.19	Actioned.	5
10	7/19/3	To consider scheduling an Extraordinary Trust Board meeting on 28 March 2019 to consider and approve the final UHL and System Operational Plans for submission to NHS England by 4 April 2019.	Trust Chair/ DCLA	28.3.19	Agreed with the Chairman that it will not be necessary to convene a special Trust Board meeting on 28.3.19 to consider and approve the final UHL and System Operational Plans 2019/20 – instead, they will be submitted for approval to the Trust Board meeting to be held on 4.4.19.	5
11	9/19	STP, BCT and UHL Reconfiguration Update To consider the arrangements for capturing and disseminating feedback from the STP's programme of outreach work (eg drop-in sessions at community venues and relationships with key community groups).	DSC	TB 7.2.19	Captured as part of the Monthly STP / Reconfiguration paper.	5
12	9/19	To circulate a copy of the report due to be considered by the Leicestershire County Overview and Scrutiny Committee on 16 January 2019 to Trust Board members for information (outside the meeting).	DSC	Immediate	Actioned.	5
13	9/19	Audit Committee to undertake a review of the identified risks relating to interdependencies within the Reconfiguration Programme.	CFO	AC 8.3.19	In progress – a paper is being prepared for the Audit Committee in March 2019.	4
14	10/19/1	QOC 20.12.18 – public summary To approve the Freedom to Speak Up Vision, Strategy and Plan.	DSR	Immediate	Actioned.	5
15	10/19/2	PPPC 20.12.18 – public summary To approve the Guardian of Safe Working report 1.9.18 to 30.11.18.	DPOD	Immediate	Confirmed.	5
16	10/19/3	To liaise with Ms K Jenkins, Non-Executive Director to consider future changes to the cancer performance reporting mechanism to capture the impact upon those cancer patients who had not been treated within the 104 day standard.	COO	TB 7.2.19	A meeting between Ms K Jenkins and Rebecca Brown is currently being scheduled.	4
17	12/19/1	CFC 6.12.18 – Minutes To approve the Leicester Hospitals Charity Annual Report and Accounts 2017/18, subject to any comments that might be raised by the Audit Committee on 11 January 2019.	CFO	Immediate	Actioned.	5

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18	12/19/1	To liaise with the Trust's External Auditors to ensure that the factors which had delayed the process for finalising the Charity's 2017/18 Annual Report and Accounts were not replicated in 2018/19.	CFO	31.3.19	Timetable to be agreed at the Charitable Funds Committee on 7 February 2019, which will include proposed date for the 2018/19 audit from Grant Thornton.	4
19	14/19	Questions from the press and public To consider including additional assurance within public Trust Board reports on issues such as Never Events and the OMFS update regarding the actions being taken to prevent such issues arising in future.	MD	Immediate and ongoing	Will be considered as and when future reports are required.	5
20	14/19	To consider implementing an 'arms length' survey process to improve staff confidence in speaking up and raising concerns.	F2SUG	Immediate	Draft survey completed with the aim to be finalised and sent out week commencing 4 February 2019.	5
21	26/19/1	Any Other Business – length of Trust Board reports That the comments now made in relation to the length of Trust Board papers be considered at a future Trust Board thinking day involving Board Intelligence.	CHAIR MAN/ DCLA	Quarter 1 2019/20	Will be programmed accordingly.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
6 December 2018						
22	332/18/2	Leicestershire academic health partners Noting the Trust Board's in-principle support for the proposal, to present a further update in February 2019, covering:- <ul style="list-style-type: none"> financial issues including the scope for any commercial opportunities, and an assessment of continuing with/moving away from other existing partnerships, and governance issues including the memorandum of understanding. 	MD/ DRI	TB 7.2.19 7.3.19	Deferred to March 2019 Trust Board – draft MOU has been prepared and circulated to the University of Leicester and LPT for comment.	3
1 November 2018						
23	306/18	Chief Executive's report – November 2018 To provide a summary of the points raised at the wider reconfiguration engagement events to Trust Board members (after each such event).	DSC/ DDCE	After each event	Work in progress. Superseded by action note 12 of 10 January 2019.	5

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24	314/18	Questions from the press and public To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	DSC/ DDCE	Once available	Will be actioned once work finalised.	4
4 October 2018						
25	284/18/3	NHS England core standards for emergency preparedness, resilience and response (EPRR) – self-assessment 2018-19 To provide an update to an Executive Board and the Audit Committee on completion of the year 1 actions – Chief Operating Officer to advise the most appropriate timeframe for that update.	COO	Exec Board/AC May 2019	Scheduled for May 2019.	5
6 September 2018						
26	252/18	LLR STP and UHL reconfiguration 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
2 August 2018						
27	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	Chief Executive to discuss options with the Director of Estates and Facilities in the first instance.	5
12 April 2018						
28	97/18	Chairman's monthly report – April 2018 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 29.11.18 TB 1.11.18 6.12.18 TBTD 13.12.18 PPPC 31.1.19 28.2.19	Joint work taking place between Corporate Medical Corporate Nursing and HR. Provisionally scheduled for PPC 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 PPC in October and TB November 2018. Deferred to December 2018 Trust Board. Draft UHL People Strategy discussed at the December 2018 Trust Board Thinking Day, and will be presented to the January 2019 PPC for recommended approval by the Trust Board. Deferred to the February 2019 PPC meeting and March 2019 Trust Board meeting; but it is intended that the Workforce Strategy be discussed by the Board on 4 April 2019 when approving the Annual Operational Plan 2019/20. Deferred from the January 2019 PPC to the February 2019 PPC.	3

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