

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 5 December 2019**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>5 December 2019</b>						
1	236/19/1	<b>Patient Safety Story – Complaint</b> To liaise with Mrs Insley (outside the meeting) to invite her to participate in a ward accreditation panel as a patient relative.	<b>CN</b>	Immediate	Complete.	<b>5</b>
2	236/19/2	<b>Chairman’s monthly report – December 2019</b> To share outline proposals for the Reconfiguration Programme consultation process with Trust Board members at the 12 December Trust Board thinking day.	<b>DSC</b>	TBTD 12.12.19	Actioned.	<b>5</b>
3	236/19/2	To present a report on the Reconfiguration Programme consultation process for formal Trust Board approval (prior to the commencement of the consultation).	<b>DSC</b>	TB 9.1.19	A report is scheduled for discussion in the confidential session of the Trust Board meeting on 9.1.20.	<b>5</b>
4	236/19/3	<b>Chief Executive’s monthly report – December 2019</b> To present a sample of the established process for opening additional ward capacity to the 19 December 2019 People, Process and Performance Committee (PPPC) meeting.	<b>CN</b>	PPPC 19.12.19	Complete – a report featured on the PPPC agenda on 19.12.19.	<b>5</b>
5	236/19/3	To share the presentation pack for the NHSI/E assessment of UHL’s winter planning with Trust Board members (outside the meeting).	<b>COO</b>	(when available)	Complete – the slides from the Winter Assessment Visit held on 10.12.19 were circulated by email on 20.12.19.	<b>5</b>
5a	236/19/3	To liaise with Mr R Morris, Director of Corporate Affairs, Leicester City CCG (outside the meeting) to consider and agree the most effective public communications approach for reducing avoidable or unnecessary ED attendances.	<b>DSC</b>	Immediate	<ul style="list-style-type: none"> <li>• Targeted work taking place on specific issues such as: <ul style="list-style-type: none"> <li>- <b>Respiratory/asthma</b> management filming taking place with BBC EMT supported by social media toolkits and wider media work;</li> <li>- <b>Norovirus</b> – self-care advice via media, social media etc including animated videos. All LLR Head teachers have been asked to include info in their newsletters for parents;</li> <li>- <b>Sports injuries</b> – widespread promotion of availability of x-ray services across LLR/self-care advice via social media;</li> </ul> </li> </ul>	<b>5</b>

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					<ul style="list-style-type: none"> <li>LLR Urgent Care map (showing all available services) has been updated and is being shared with ED staff to handout to help signpost those who could be treated elsewhere.</li> <li>12 day of Christmas animated social media campaign focused on promoting pharmacy, NHS 111 and alternatives to ED.</li> </ul>	
6	236/19/4	<b>IM&amp;T Strategy</b> To approve the IM&T Strategy for 2019 – 2022 for implementation.	<b>ACIO</b>	Immediate	Strategy was presented at LLR IM&T Strategy board on 12.12.19. Feedback is being taken into account, a final version is proposed to be presented along with high level plans via the PPPC in early 2020.	4
6a	236/19/4	To provide a high level overview of the eHospital project plans to a future PPPC meeting, and regular progress reports on the implementation arrangements.	<b>ACIO</b>	PPPC (date to be advised)	Regular progress reports on eHospital programme will be incorporated into the existing quarterly IM&T contract update to FIC. Cyber security and information governance monitoring will continue via the Audit Committee. Updates relating to release of clinical time and digital transformation to be reported to PPPC by exception.	5
7	236/19/4	To liaise with Healthwatch and other key stakeholders to establish appropriate links for patient and public engagement within the eHospital programme.	<b>ACIO</b>	Immediate	Initial engagement session with patient partners completed on 27.11.19. Liaison with Healthwatch is included in the eHospital programme. PPI plans to progress in Q4 19/20	5
8	237/19/1.2	<b>QOC summary – 28.11.19</b> To approve the Learning from Deaths quarterly update report.	<b>MD</b>	Immediate	Actioned – approved by the Trust Board on 5.12.19.	5
9	237/19/1.3	<b>PPPC summary – 28.11.19</b> To approve the Freedom to Speak Up reports for Q1 and Q2 and the Performance Management and Accountability Framework.			Actioned – approved by the Trust Board on 5.12.19.	5
<b>7 November 2019</b>						
10	219/19/3	<b>Chief Executive's Monthly Report – November 2019</b> To share plans for supporting the physical and mental well-being of staff coping with severe operational challenges with Trust Board members outside the meeting (when available).	<b>COO/ DPOD</b>	When available	The Physical and Mental Well-Being Plan was scheduled for discussion at the Executive Planning meeting on 4 December 2019 prior to being presented to the 19.12.19 PPPC meeting.	5

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11	219/19/3	To share with the Chief Operating Officer some information on the 'day in the life' techniques (outside the meeting).	AJ, NED	Immediate	In progress.	4
<b>3 October 2019</b>						
12	195/19/3	<b>Chief Executive's monthly report October 2019</b> To undertake a review of the format and content of the quality and performance dashboard in six months' time to ensure that it was providing the Trust Board with the required information.	CE	TB 2.4.20	To be progressed.	4
13	195/19/3	To check whether the A&E Delivery Board had been sighted to and approved the changes in booking processes for urgent care hub appointments, and whether they had been sighted to any unanticipated consequences arising from this change.	CE	Immediate	The UEC team have been fully sighted and have not anticipated significant impact. This will however be kept under review.	5
14	195/19/3	To present a high level overarching report on the proposed arrangements for delivering UHL's Reconfiguration Programme to the 7 November 2019 Trust Board meeting.	CE	TB 7.11.19 <del>5.12.19</del> 6.2.20	Scoping work in progress and agreed with the Chairman to submit a report to the December 2019 Board meeting. An overview update will be included in the December 2019 CEO report, with more detailed consideration at December Trust Board thinking day. Update – preliminary proposals discussed at the December 2019 Trust Board thinking day (TBTD). Further discussion to take place at the January 2020 TBTD, with a formal report to follow to the February 2020 meeting of the Trust Board.	4
15	196/19/5.2	<b>Leicester Hospitals Charity Annual Accounts 2018/19 and Annual Report 2018/19</b> To provide an update on the prior year Audit finding (re: additional entry on the Trust's risk register) to the December 2019 Charitable Funds Committee.	FC	CFC 5.12.19	Discussed at the CFC meeting on 5.12.19 when the Financial Controller agreed to ensure that this additional entry on the risk register was signed by the Acting Chief Financial Officer and then submitted to the Risk and Assurance Manager accordingly.	5
<b>5 September 2019</b>						
16	179/19/4	<b>Multi-professional education and training 2019/20 quarterly update</b> Deputy Medical Director to develop a workforce strategy re: Physicians' Associates, for presentation to the Executive People and Culture Board, and to include the Director of People and OD in the discussions.	DMD/ DPOD/ DCN/ DCE	EPCB 15.10.19 29.10.19 ESB 5.11.19 EPCB 18.2.20	<del>Scheduled accordingly.</del> <del>Dr D Barnes, Deputy Medical Director is preparing a broader paper incorporating the wider medical workforce which will not be available for the 29.10.19 EPCB meeting.</del> A high-level proposal was presented to EPCB on	5

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## Trust Board paper B

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					10.12.19 and a more detailed proposal was requested (to include working with CMGs to identify services for potential involvement) for consideration at the February 2020 EPCB meeting.	
<b>6 June 2019</b>						
17	120/19/5	<b>Revised Patient and Public Involvement Strategy</b> To present a 6 month update on the implementation of the PPI Strategy to the Trust Board in December 2019.	DSC	<del>TB 5.12.19</del> TB 6.2.20	A report was submitted to the 19.12.19 Quality and Outcomes Committee (QOC) meeting and a progress report on the actions has been scheduled for the QOC meeting on 30.1.20.	5
18	120/19/5	To consider producing a PPI Annual Report (based on a similar format to the Volunteer Services Annual Report)	DSC	<del>By April 2020</del> Q1 2020/21	<del>Under consideration.</del> To be published in Quarter 1 of 2020/21.	5

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