

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 1 February 2018

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	29/18	Matters arising log Action plan re: discussions about on-site nursery provision to be presented to the PPPC.	DWOD	PPPC 26.4.18	Scheduled accordingly for the April 2018 PPPC.	5
1a	29/18	Scheduled report on how PPI feedback is translated into action to be provided to the April 2018 QOC.	DSC	QOC 26.4.18	Scheduled accordingly for the April 2018 QOC.	5
1b	29/18	To report on reconfiguration discussions re: identifying space at the Glenfield Hospital for the Hope Unit.	CFO	TB 1.3.18	Verbal update to be provided at the 1.3.18 Trust Board	
1c	29/18	All actions/updates to contain specific timeframes.	ALL	Immediate	Dates requested.	4
2.	30/18	Chairman's report – February 2018 Senior management team from each CMG to be invited to attend the March 2018 Trust Board thinking day session re: transformation and leadership.	MD	For TBTD 8.3.18	Actioned – email from Medical Director 1.2.18.	5
3.	31/18	Chief Executive's report – February 2018 To discuss the draft CQC report at the February 2018 QOC (timing of receipt permitting).	CN	QOC 22.2.18	Inclusion will depend on the timing of receiving the report and the likely short timescale available for amendments. Verbal update provided to QOC on 22.2.18	4
3a	31/18	To use a Trust Board thinking day to discuss the scale of the Trust's ambition on targets and indicators. Discussion to be appropriately informed by demographic and public health data, and an appropriate local Public Health England representative to be invited to attend.	ALL	TBTD 19.4.18	Scheduled accordingly for the April 2018 Trust Board Thinking Day.	5
3c	31/18	To review the presentation of ambulance handover/cumulative loss of ambulance time information in future monthly quality and performance reports.	ICOO/ DPI	Immediate	Will be available from April 2018.	4
3d	31/18	To provide a briefing note on UHL's performance re: cumulative loss of ambulance time to the Chairman prior to his meeting with EMAS.	DPI	By mid- February 2018	Actioned.	5

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4.	32/18/1	Staff story – ‘Time to Change’ mental health pledge To report on the LiA work programme with medical trainees to the April 2018 PPPC.	MD/ DWOD	PPPC 26.4.18	Scheduled accordingly for the April 2018 PPPC.	5
4a	32/18/1	Issues re: potential impact of Corporate CIP schemes on the wider Trust, to be discussed at the February 2018 Trust Board thinking day.	EDs	TBTD 8.2.18	Scheduled for discussion at the February 2018 TBTD.	5
5.	32/18/2	Interim revenue support loan applications The 2 applications to be approved and signed by relevant signatories as per papers F and F1.	CFO	Immediate	Actioned.	5
6.	33/18	Integrated risk and assurance report including Board Assurance Framework (BAF) Future Trust Board thinking day to discuss what IT improvements are possible in the context of potential minimal investment.	CIO	Future TBTD	Discussion to be timetabled for Trust Board Thinking Day 2018 in consultation with the Chairman.	5
6a	33/18	Chief Information Officer’s report re: prioritisation of IT capital schemes to be presented to FIC and Trust Board, reflecting:- <ul style="list-style-type: none"> appropriate prior input from the Capital Monitoring and Investment Committee; how the prioritised schemes will improve clinical safety and quality. 	CIO/ CFO	FIC PPPC 22.2.18 22.3.18 and TB 4.3.18 12.4.18	Redirected to PPPC rather than FIC and rescheduled at the request of the Chief Information Officer to the March 2018 PPPC. In progress as part of capital planning process for 2018/19.	4
7.	34/18	LLR STP and UHL reconfiguration update To seek clarity from Mr T Sanders LLR STP SRO on issues which would prevent UHL undertaking consultation prior to July 2018 on the Trust’s own reconfiguration plans.	DSC	Immediate	Outcome of those discussions to be included in the covering sheet to the LLR STP report for the April 2018 UHL Trust Board.	4
7a	34/18	To provide a briefing to FIC on the various potential public/private funding sources open to UHL (as a non-FT).	CFO	Future FIC	In progress.	4
8.	35/18/1	Research and innovation 2017-18 quarter 3 update To seek an update from the joint UHL-UoL group re: the Chair in General Medicine.	MD (DR&I)	Immediate	Verbal update to be provided at the 1.3.18 Trust Board.	
8a	35/18/1	To ensure appropriate publicity is given to the appointment of a Lead Research Nurse.	MD (DR&I)	April 2018+	Work in progress.	4

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Trust Board paper B

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8b	35/18/1	To repeat the 2017 Trust Board thinking day re: research/innovation/teaching/training annually.	MD/CN/DWOD	Annually	Timetabled for the December 2018 Trust Board Thinking Day.	5
9.	36/18/2	PPPC 25.1.18 – summary of discussions To approve the 2016-17 Workforce Equality and Diversity Monitoring Report as recommended by PPPC, and publish it on the Trust's website accordingly.	DWOD	Immediate	Actioned.	5
9a	36/18/2	March 2018 Trust Board thinking day to consider equality and diversity issues as part of its leadership discussions.	DWOD	TBTD 8.3.18	To form part of discussions at March 2018 Trust Board Thinking Day.	5
10.	36/18/3	FIC 25.1.18 – summary of discussions To highlight (to the Director of Estates and Facilities and the reconfiguration team):- <ul style="list-style-type: none"> the need for appropriate patient and public input to the LRI Welcome Centre (and all other reconfiguration schemes), and Trust Board comments on the benefit of appropriate 'public space' within the Welcome Centre (eg for stakeholders and other partner organisations). 	CFO	Immediate	Verbal update to be provided at the 1.3.18 Trust Board.	
11.	36/18/3	Month 9 financial performance External Audit feedback re: UHL's proposed 2017-18 technical and financial improvement provisions to be reported to the March 2018 Audit Committee.	CFO	AC 2.3.18	In progress.	4
12.	48/18/1	Any other business <u>Ms V Bailey Non-Executive Director – Board Committee Membership</u> To add Ms V Bailey Non-Executive Director to the membership of QOC and PPPC.	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
4 January 2018						
13.	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 March 2018.	4
13a	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. Superseded by action 1 above.	5
14.	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
14a	7/18/1	To consider how best to promote the role of UHL's F2SUG within the Trust.	DSC	By TB 1.2.18	Verbal update to be provided at the 1.3.18 Trust Board.	
15.	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
15a	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

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Trust Board paper B

16.	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	The Trust Board will be sighted to workforce risks and developments via a combination of (a) monthly reports and recommendations from the People, Process and Performance Committee; (b) regular review of performance against specific workforce matters included within the Trust's Annual Priorities 2018/19; (c) monthly scrutiny of the Board Assurance Framework; and (d) bi-annual reports to Trust Board on 'Safe Staffing'.	5
16a	8/18	2020 Paperless Board to review IT risks and risk scores.	MD	First mtg of the 2020 PB	To be scheduled accordingly (meeting on 1.2.18).	5
17.	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 11.4.18	Following discussions between the Chairman, Chief Executive and STP Lead, the revised draft LLR STP has now been timetabled for consideration by the Trust Board at its April 2018 meeting.	5
17a	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.	5
18.	10/18/3	FIC 21.12.17 – summary of discussions and month 8 financial performance report 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 22.3.18	Deferred to February 2018 FIC meeting. Report completed but deferred until the FIC meeting in March 2018.	3
18a	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.	5
19.	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 TBTD programme 2018/19.	Discussion to be timetabled for Trust Board Thinking Day 2018 in consultation with the Chairman.	5
2 November 2017						

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20.	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
5 October 2017						
21.	252/17/2	UHL research and innovation 2017-18 quarterly update 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 7 December 2017 was postponed by the CMG and despite follow up requests it has not proven possible to arrange further meetings. Superseded by action 1b above: update now scheduled for Trust Board 1.3.18 via the matters arising log	5
22.	253/17/3	Multi-professional education and training 2017-18 quarterly update To consider holding a Trust Board thinking day on IT issues and opportunities.	CHAIRMAN /CE	Future TBTD	Discussion to be timetabled for Trust Board thinking day 2018 in consultation with the Chairman.	5
3 August 2017						
23.	198/17/2	Volunteer Services Annual Report 2016-17 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	Volunteers team contacted Dr C Miller to identify how volunteers can be of assistance in spotting delirium. The 'Forget Me Not' volunteers will continue to work with patients and families of patients with dementia to ask the question " is the patient more confused or more withdrawn than usual" – therefore helping to spot delirium early.	5
1 December 2016						

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24.	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	Consideration is to be given to this matter once formal STP feedback on prioritised capital schemes is received	5
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