

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 October 2018						
1.	283/18	Chief Executive's report – October 2018 To include a trend analysis in the next quarterly update on progress against UHL's annual priorities.	CE	TB 3.1.19	To be scheduled accordingly.	4
2.	283/18/1	Level 3 ICU relocation To seek legal advice on when formal STP consultation can be started.	DCLA/ DSC	Immediate	Formal STP consultation can only commence once NHSE/NHSI/DHSC and Ministerial approval is obtained.	5
2a	283/18/1	To advise UHL Non-Executive Directors of the dates of the planned wider reconfiguration/STP engagement events, to enable them to attend.	DSC	Immediate	Actioned.	5
3.	284/18/1	Patient stories through medical student observations To contact the University of Leicester to discuss how to make the data collection and analysis as easy as possible.	MD	Immediate	Closed – discussions will take place through Directorate of Safety & Risk team.	5
3a	284/18/1	To contact the 'Patient Safety: Observing for Quality and Safety in Health Care Delivery' project team to discuss how the threat ratings were decided.	DPOD	Immediate	Complete.	5
3b	284/18/1	Director of People and OD to be the identified Executive Lead for the project (appropriately supported by the Medical Director and the Chief Nurse).	DPOD	Immediate	Meeting scheduled in the New Year.	5
3c	284/18/1	To consider holding further discussions at QOC re: student perspectives on safety.	QOC CHAIR/ CN/MD	Future QOC (TBA)	Under consideration.	4
4.	284/18/2	Freedom to Speak Up (F2SU) self-assessment To approve the updated self-assessment for submission to NHS Improvement and the National Guardian Office.	DPOD/ DSR	Immediate	Complete.	5

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4a	284/18/2	Completed F2SU vision, strategy and plan to be presented to the Trust Board in December 2018.	DPOD	TB 6.12.18	To be scheduled accordingly.	4
5.	284/18/3	NHS England core standards for emergency preparedness, resilience and response (EPRR) – self-assessment 2018-19 To approve the self-assessment against the EPRR core standards.	COO	Immediate	Complete – COO attended ‘confirm and challenge’ meeting with CCG/NHSE on 9.10.18	5
5a	284/18/3	To develop a project plan for the 3-year work programme, clarifying the timing and sequencing of the work.	COO	Immediate	Complete.	5
5b	284/18/3	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 TBA	This won't be scheduled until April/May 2019.	4
6.	284/18/4	Systemic and Trust issues identified through the Jack Adcock case To approve the recommendations detailed in the report (for progression through the identified channels), namely:- 1. To establish an active surveillance mechanism regarding issues with the new paediatric single front door. 2. To undertake a formal evaluation of the new paediatric single front door service model in April 2019. 3. The Executive Workforce Board to receive regular reports on doctors-in-training supervision and concerns raised through the GMC survey. 4. EQB/EPB to receive a report on winter planning arrangements specifically relating to paediatrics, detailing how capacity can be flexed to accommodate the peaks in bronchiolitis admissions. 5. Ensure robust governance processes regarding listening to and acting on concerns raised via the Freedom to Speak Up, 3636 and Junior Doctor Gripe Tool processes. 6. The Medicines Optimisation Committee to review practices regarding the self (or parent) administration of medicines.	MD	Immediate	Being progressed accordingly.	5

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6a	284/18/4	To keep QOC informed of progress on the actions above.	MD	QOC TBA	The Medical Director confirms that this will be undertaken through the usual QOC reporting cycles.	5
7.	287/18	LLR STP and UHL reconfiguration programme To ensure that all partner organisations Boards are appropriately represented at the planned wider STP/reconfiguration engagement events.	DSC	Immediate	Actioned.	5
8.	288/18/3	FIC 27.9.18 – public summary To consider holding a Trust Board thinking day follow-up session with IBM.	CHAIR MAN	TBA	Under consideration.	4

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
6 September 2018						
9.	250/18/1	Patient story – maternity (post-partum haemorrhage) To confirm the UHL incidence of post-partum haemorrhage, for information.	ACN	By TB 4.10.18	Data from the Head of Midwifery: % incidence (% Blood loss greater than 1500 ml (as a % of total deliveries) for August 2017 to July 2018 by month = August 2017 3.4%; Sep 2018 3.4%; October 2017 4.2%; November 2017 3.7%; December 2017 3.8%; January 2018 3.5%; February 2018 3.5%; March 2018 2.9%; April 2018 2.8%; May 2018 3.0%; June 2018 3.1%; July 2018 2.9%.	5
10.	252/18	LLR STP and UHL reconfiguration The suite of consistent and concise messages on the key reconfiguration points being developed for Trust Board members re: reconfiguration, also to reiterate what is required for safe and sustainable clinical services.	DSC	Immediate	Actioned.	5
10a	252/18	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						

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11.	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.	4
12.	221/18/3	Financial performance 2018-19 month 3 (June 2018) To ensure that the nature of any FM LLP-related changes to the financial position are appropriately transparent.	CFO	End of Sept 2018	Analysis complete and shared with NHS Improvement. The formal change in reporting as a result of the decision will be part of the M6/Q2 submissions. Actioned.	5
7 June 2018						
13.	155/18/1	Learning from Deaths – quarterly update Although recognising national template requirements, Professor P Baker Non-Executive Director to contact Mr J Jameson Acting Medical Director to discuss potential options for presenting the report's data in a more easily-navigable and meaningful way – preliminary suggestions to be brought back for discussion.	PBNE /AMD	Ahead of next update	Specialist advice regarding the interpretation of such statistics has been obtained and sent to Mr Jameson (copied to the Chair).	5
12 April 2018						
14.	97/18	Chairman's monthly report – April 2018 To consider meeting with local Universities/Colleges to discuss the recent Chamber of Commerce report on workforce challenges.	DWOD/ MD/CN	TBA	Included in Recruitment and Workforce Plans	5
14a	97/18	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 4.11.18 6.12.18	Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPPC and EWB consideration in June/July July/August 2018 and the August September 2018 TB. Following the employment of the new DPOD, this report will now go to PPPC in October and TB November 2018. Deferred to December 2018 Trust Board.	4

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