

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 12 April 2018

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
12 April 2018						
1.	97/18	Chairman's monthly report – April 2018 To consider meeting with local Universities and Colleges to discuss the recent Chamber of Commerce report on workforce challenges.	DWOD/ MD/CN	TBA	Work in progress.	4
1a	97/18	To present a report on an overarching workforce strategy to a future Trust Board meeting.	DWOD/ MD/CN	TB 2.8.18	Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for EWB consideration in July 2018 and the August 2018 Trust Board.	4
2.	99/18/2	LLR Healthcare Facilities Management Services LLP To review any implications of this LLP for the declarations of interests requested at the start of Trust Board meetings.	DCLA	Immediate	The requirement for declaration of interests will continue to be kept under review for each meeting of the Trust Board at which business concerning the LLP is to be transacted, in accordance with the Trust's Standing Orders.	5
3.	100/18	LLR STP and UHL reconfiguration programme update Trust Board discussion on critical service provision issues and associated UHL priorities to be scheduled following a forthcoming regional meeting with NHS Improvement re: the LLR STP.	CE/ DSC	Following the NHSI mtg	Verbal update to be provided on 3 May 2018.	
3a	100/18	Professor P Baker Non-Executive Director, to brief Trust Board members on his 12.4.18 meeting with the SLT re: R&I aspects of the LLR STP.	PBNED	Following 12.4.18	Verbal update to be provided on 3 May 2018.	
4.	101/18/1	East Midland Clinical Research Network (EMCRN) 2017-18 quarter 4 update To approve the 2018-19 EMCRN annual delivery plan as required (as network host).	MD	Immediate	Actioned at the meeting on 12.4.18.	5
4a	101/18/1	To present a further update on research and innovation and the joint UHL-UoL strategy work to the July 2018 Trust Board.	MD /DRI	TB 5.7.18	Scheduled accordingly.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4b	101/18/1	To consider inviting CMGs to attend the annual Trust Board thinking day on research/innovation/education/training.	CHAIR MAN	Before TBTD 11.10.18	Under consideration.	4
4c	101/18/1	To present the 2017-18 EMCRN annual report to the May 2018 Trust Board for approval.	MD	TB 3.5.18 5.7.18	The EMCRN Annual Report has been rescheduled for presentation to the Trust Board on 5 July 2018 to coincide with the next quarterly EMCRN update.	4
5.	102/18/1	QOC 29.3.187 – summary of discussions To present the 2017-18 Quality Account to the June 2018 Trust Board for approval.	CN	TB 7.6.18	Scheduled accordingly.	5
6.	102/18/4	Schedule of loan applications 2018-19 To approve the listed schedule of loan applications for 2018-19 and approve the signing of the documentation required for the April 2018 application.	CFO/CE/ CHAIR MAN	Immediate	Actioned.	5
7.	105/18	Questions from the press and public To review existing communication with patients and the public re: cancelled elective operations and plans for the resumption of normal elective activity.	DSC/ ICOO	Immediate	Work in progress.	4

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
22 March 2018						
8.	89/18	New Partnership to Deliver Improved Healthcare Estates and Facilities Services Trust Group Holdings to consider the rights and responsibilities of the Company as a consequence of becoming a designated member of the LLP and to agree and execute the 'consent to become a member form' before the end of March 2018.	TGH Chair	By 31.3.18	Actioned.	5
1 March 2018						

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9.	53/18	Matters arising log <u>Identifying space at the Glenfield Hospital for the Hope Unit</u> To include an appropriate update in the action log, following the Director of Estates and Facilities' planned meeting with the CHUGGS Clinical Director on 2 March 2018.	CFO	After 2.3.18	Meeting held between the Space Manager and Professor of Oncology on 2 March 2018 and further discussion to take place during April 2018 to agree and finalise the solution. The Professor of Oncology has decided not to form a Hope Unit at Glenfield but will now expand the current Hope Unit in Osborne.	5
10.	55/18	Chief Executive's monthly report – March 2018 Final draft of UHL's Annual Operational Plan 2018-18 to be presented to the April 2018 Trust Board for approval.	CE	TB 12.4.18 FIC 26.4.18 TB 3.5.18	Final draft of UHL's Annual Operational Plan 2018-19 to be submitted to the Finance and Investment Committee on 26.4.18, ahead of submission to NHS Improvement by 30.4.18, ahead of Trust Board ratification on 3.5.18.	4
11.	56/18/1	Patient story To consider the development to FAQs for encourage proactive engagement with carers.	CN	Quarter 1 2018-19	The CMG has commenced this workstream, but it is not yet complete.	4
11a	56/18/1	To consider the scope to audit/track the patient experience within UHL.	CN/ RM NED	Audit Cttee 2.3.18 25.5.18	Not yet commenced. At the 12.4.18 Trust Board, the Audit Committee Non-Executive Director Chair advised that this will be picked up at the May 2018 Audit Committee meeting. To be picked up through the QOC agenda going forwards.	5
12.	56/18/2	Nursing and midwifery biannual establishment review To include an appropriate action plan in the report already planned for the April 2018 PPPC on measures to address nurse staffing gaps (NB: other staff groups will be covered in the strategic workforce update at that PPPC).	CN	PPPC 26.4.18	Scheduled accordingly.	5
13.	60/18/1	Learning from Deaths – quarterly report To consider how best to reflect mortality data (and associated assurances) re: Leicester's specific demographic situation, including appropriate triangulation of date with Public Health England colleagues.	MD	Future TB	On track. To be taken into account in the next quarterly report.	5
13a	60/18/1	To invite Dr J Grant, Consultant in Palliative Medicine, to present a patient story on end of life care to the Trust Board at the same meeting as the next quarterly update on learning from deaths.	MD	TB 7.6.18	Scheduled accordingly.	5

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14.	76/18/1	Any other business <u>Sustainability issues</u> To consider the following issues in the next sustainability update to the Trust Board:- <ul style="list-style-type: none"> UHL's stance on plastics usage; work re: supply chain/procurement sustainability issues, to further broaden the sustainability strategy beyond carbon reduction measures. 	CFO/DEF	June 2018	In progress. Will be taken into account in the submission of the next sustainability update to the Trust Board in June 2018.	5
1 February 2018						
15.	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. Verbal update provided at the April 2018 Trust Board meeting.	5
15a	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	To be developed within the overall Pre-Consultation Business Case for Reconfiguration.	4
16.	35/18/1	Research and innovation 2017-18 quarter 3 update To ensure appropriate publicity is given to the appointment of a Lead Research Nurse.	MD (DR&I)	April 2018+	Work in progress. Will be publicised appropriately.	5
4 January 2018						
17.	4/18	Matters arising log Non-Executive Director site tour to take place after presentation of the DCP to Trust Board (1-2-18) Thinking Day in February 2018.	CFO/DEF	after DCP report to 1.2.18 TB	Invitations have been issued to Non-Executive Directors for site tours immediately following the May, June and August 2018 Trust Boards.	5
18.	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	PPPC 22.3.18 26.4.18 24.5.18	In progress. To be included as part of the deep dive into staff retention. Update will be provided to the March-April 2018 PPPC meeting. Deferred by the HR team – will provisionally reschedule again for the May 2018 PPPC. To be tracked via PPPC.	5

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19.	7/18/2	Step into Health Pledge – Supporting the Armed Forces Community 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 April 2018. Deferred to May 2018 PPPC by the Director of Workforce and OD. To be tracked via PPPC.	5
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