

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 June 2018

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7 June 2018						
1.	151/18/1	Patient story – end of life care To provide a follow-up report to a future QOC re: end of life care (1) taking appropriate account of the privacy and dignity impact of moving patients and also (2) specifically addressing points raised by Mr B Patel Non-Executive Director re: <ul style="list-style-type: none"> implications of the diverse population served by UHL, including (eg) balancing end of life care involvement of large families with the practical running of the ward; the role of carers. 	CN	Future QOC (TBA)	Report provisionally scheduled on the EQB agenda 3 July and this will then be scheduled on the July QOC agenda.	4
1a	151/18/1	To consider the scope to learn end of life care good practice lessons from LOROS.	CN	Immediate	Complete.	5
1b	151/18/1	To review instances where patients at the end of life have been successfully moved back into the community for more appropriate care, to identify how to make this happen more often.	CN	TBA	Complete and ongoing.	5
2.	151/18/2	2017-18 Quality Account and Statement of Directors' Responsibilities To approve the UHL 2017-18 Quality Account (and signature of the Statement of Directors' Responsibilities), to be published on the NHS Choices website as required.	CN	By 30.6.18	Complete.	5
3.	151/18/3	CNST incentive scheme Subject to identifying Ms V Bailey by name as the Non-Executive Director Champion, to approve the completed self-assessment template report for submission to NHS Resolution by 29 June 2018 as required.	CN	By 29.6.18	Complete.	5
3a	151/18/3	To report to the July 2018 QOC regarding that 29 June 2018 submission.	CN	QOC 26.7.18	Provisionally scheduled on the QOC agenda for 26 July 2018.	4

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RAG Status Key:	5 Complete	4 On Track	3 Some Delay – expected to be completed as planned	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
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Trust Board paper B

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4.	152/18/1	Integrated risk and assurance report including the Board Assurance Framework (BAF) To approve the proposed holding of a Trust Board thinking day in Q2 of 2018-19 on risk appetite and tolerance. That discussion also to cover how to ensure that the BAF entries are directly linked to relevant actions on those issues.	MD/ DCLA	TBTD June – Aug 2018	Provisionally earmarked for the 9.8.18 Trust Board thinking day.	4
4a	152/18/1	To consider inviting Patient Partners and CMG representatives to the July 2018 Trust Board thinking day re: Francis Report 5 years on.	DCLA/ CCSM	For TBTD 12.7.18	Following confirmation by the Chairman, invitations to be extended accordingly.	5
5.	152/18/2	Development of a healthcare facilities management LLP Detailed timetable and project plan to be presented to the July 2018 Trust Board.	CFO/ DEF	TB 5.7.18	Featured accordingly on the 5.7.18 Trust Board agenda.	5
6.	153/18/2	Emergency floor phase 2 – models of care presentation Project team to review the need for further work regarding the appearance/external signage/privacy and dignity aspects of the GPAU entrance.	ICOO	Immediate	Update being sought from the Head of Operations for ED and will be included in the next iteration of this log.	4
6a	153/18/2	To brief Non-Executive Directors re: any cost-benefit assessment undertaken re: 24/7 frailty at the front door in-reach cover.	ICOO	Immediate	Update being sought from the Head of Operations for ED and will be included in the next iteration of this log.	4
6b	153/18/2	Future Trust Board thinking day to consider the impact on middle grade role and responsibilities of increased senior ED input.	CHAIR MAN/MD /PBNE	Future TBTD	Under consideration.	4
7.	154/18	Implementation of the PPI Strategy – quarterly update To consider the most appropriate way to review the working of the Joint Patient Reference Group, in light of changes to partner organisations.	DSC	Immediate	Under consideration.	4
8.	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	TBA	Comments to be sought ahead of the next quarterly update report (September 2018).	4

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9.	155/18/4	People, Process and Performance Committee 24.5.18 – summary of discussions Chief Executive and Executive Director colleagues to consider how best to press (and progress) UHL's case for central IT investment.	CE	Immediate	Lobbying plan being developed. Have contacted NHSI for intelligence on back of recent Devon announcement.	4
10.	158/18	Questions from the public To provide a copy of the Trust's Chaplaincy Service annual report to Mr D Gorrod, Patient Partner.	CCSM	Immediate	To be actioned by 5.7.18.	5
10a	158/18	To consider the level of support needed by Trust staff who are also carers (including for family members at end of life).	GN DPOD	Immediate	The Acting Chief Nurse has requested that this action be progressed by HR rather than Corporate Nursing.	4

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
3 May 2018						
11.	122/18/1	Integrated risk and assurance report An update on delivery of the 2018-19 annual priorities to be provided to the Trust Board on a quarterly basis, appended to the Chief Executive's report.	DSC	TB quarterly	To be scheduled as appropriate. Scheduling confirmed as August/November/February/May Trust Boards. Will be added to the work programme accordingly.	5
12.	122/18/2	Development of the Facilities Management LLP Detailed project plan to be presented to the June 2018 Trust Board.	CFO	TB 7.6.18 5.7.18	Verbal update featured on the public agenda for 7.6.18. Plan now scheduled for 5.7.18 Trust Board as per action 5 above.	5
13.	122/18/3	2017-18 data security protection requirements Report also to be discussed at a future Audit Committee, noting the Trust Board's wish for (i) greater assurance on the testing/monitoring of the risks, and (i) a description of the balance of the risks.	CE/ CIO	Future AC AC 6.7.18	Report submitted to Audit Committee 25.5.18 but deferred to July 2018 Audit Committee.	5

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14.	124/18/1	Research and innovation quarter 4 update 2017-18 To discuss the UHL-UoL joint strategy at the June 2018 Trust Board thinking day.	MD/ PBNE	TBTD 21.6.18	Scheduled accordingly.	5
12 April 2018						
15.	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
15a	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	Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPC and EWB consideration in June/July July/August 2018 and the August September 2018 TB.	4
16.	101/18/1	East Midland Clinical Research Network (EMCRN) 2017-18 quarter 4 update To consider inviting CMGs to attend the annual Trust Board thinking day on research/innovation/education/training.	CHAIR MAN	Before TBTD 11.10.18	Invitations to be extended accordingly.	4
16a	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	Featured accordingly on the 5.7.18 Trust Board agenda.	5
17.	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
1 March 2018						
18.	56/18/1	Patient story To consider the development to FAQs for encourage proactive engagement with carers.	CN	Quarter 1 2018-19 July 2018	This will be considered as part of the review of the Trust Carers Charter. The 'Expert Panel' will review feedback from all the local community groups and discuss if the development of FAQ would be useful as part of the Charter.	4
1 February 2018						
19.	34/18	LLR STP and UHL reconfiguration update 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

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