

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 4 April 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 April 2019						
1	86/19/2	Chairman's Monthly Report – April 2019 To liaise with the Chief Executive to consider whether the existing governance process (quarterly Executive Workforce Board and monthly People, Process and Performance Committee) was sufficient to encompass the range of issues affecting NHS workforce shortages (eg Brexit, quality of staff accommodation, child care provision, recruitment, retention and development of new roles).	DPOD	TB 2.5.19	In progress and discussions are taking place within the Executive Team.	4
2	86/19/3	Chief Executive's Monthly Report – April 2019 To hold a discussion on the concept of issuing staff with 'pledge' cards highlighting key elements of the Quality Strategy at a future Trust Board thinking day to assess the impact for such an initiative to improve staff engagement.	Chairman	Future TBTD (date TBA)	Under consideration.	4
3	86/19/4	LLR Sustainability and Transformation Partnership Group To discuss the Board's comments on the proposal to establish the above Partnership Group with the Chief Executive (upon his return from leave) and arrange for a summary of the points raised to be provided to the System Leadership Team.	Chairman	TB 2.5.19	Actioned – letter sent on 15 April 2019. System Leadership Team to consider the position at its meeting on 18 April 2019.	5
4	86/19/5	UHL Annual Operational Plan 2019/20 and LLR System Plan 2019/20 To approve UHL's Annual Operational Plan 2019/20 for submission to NHS Improvement.	DSC	Immediate	Complete.	5
5	86/19/5	To circulate copies of the LLR System Plan to Board members once it became available.	DSC	When available	Complete – circulated by email on 8 April 2019.	5
6	87/19/1	Integrated Risk and Assurance Report To review the draft Principal Risks for 2019-20 (as set out in appendix 2) at the Trust Board thinking day in April 2019.	MD	TBTD 11.4.19	Complete.	5
7	87/19/2	UHL No Deal EU-Exit Preparations To advise the Trust Board on any emerging issues and provide a further briefing report to the May 2019 Trust Board meeting.	DCLA	TB 2.5.19	Report features on the Trust Board agenda for 2 May 2019.	5

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	---	-----------------	---	-----------------	---	---	---	--	---	--------------------------

Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8	87/19/3	East Midlands Clinical Research Network Quarterly Update To include UHL Accounts Payable performance within future iterations of the EMCRN reports, noting that the Host Trust had a duty to pay all supplier and partner invoices within 30 days.	CD, CRN	TB 4.7.19	In progress.	4
9	87/19/3	To include a separate section in the monthly Cash report to the Finance and Investment Committee to increase visibility of Accounts Payable performance relating to the EMCRN.	CFO	FIC 25.4.19	Complete.	5
10	88/19/4.2	QOC 28.3.19 – public summary To approve the Aseptic Unit Capacity Plan.	MD	Immediate	Complete.	5
11	88/19/4.3	PPPC 28.3.19 – public summary To approve the Gender Pay Gap report and the Guardian of Safe Working quarterly update.	DPOD	Immediate	Complete.	5
12	88/19/4.3	To undertake a review of UHL's performance in respect of each of the equality and diversity protected characteristics, noting the good work that was taking place with UHL's differently able voice staff support network.	DPOD	Immediate	Scheduled on the agenda for the Equality and Diversity Board meeting in June 2019 – to discuss and agree the wider work programme.	4
13	88/19/4.3	To consider scheduling a future Trust Board thinking day session on UHL's compliance with each of the equality and diversity protected characteristics	Chairman	Future TBTD (date TBA)	To be timetabled for the second-half of the 2019/20 financial year.	5
14	88/19/4.4	FIC 28.3.19 – public summary To co-ordinate UHL's response to the City Mayor's consultation exercise relating to the potential implementation of a workplace parking levy in Leicester.	DCLA	Deadline TBA	Will be actioned once the public consultation commences: no commencement date known as yet.	5
15	88/19/4.4	To incorporate the risks surrounding the potential implementation of a workplace parking levy into UHL's BAF for 2019/20.	MD	Immediate	Complete.	5
16	88/19/5.1	CFC 7.2.19 – recommended item To approve the recommended item relating to Application 7125 for Heartwize Project costs.	CFO	Immediate	Complete.	5
17	89/19/2	Quarterly Sealings – Quarter 4 2018/19 To update the report to include the sealing of documentation relating to the recent sale of surplus paddock land at Glenfield and present an updated report to a future Trust Board meeting.	DCLA	TB 2.5.19	Actioned – update report features on the Board agenda for 2 May 2019.	5

Matters arising from previous Trust Board meetings

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
7 March 2019						
18	62/19/3	Chief Executive's Monthly Report – March 2019 Final report from the completed Frailty Taskforce Programme either to be included in the Chief Executive's briefing to the April 2019 Trust Board, or to be presented to the Trust Board thinking day in April 2019.	CEO	Either TB 4.4.19 or TBTD 11.4.19	Complete – considered at TBTD 11.4.19.	5
19	62/19/3	To re-visit the Quality and Performance Dashboard (provided at appendix 1) as part of the UHL Quality Strategy and present a refreshed Quality Dashboard to the Trust Board upon completion.	CEO	TB 6.6.19	Included in Quality Strategy Implementation Plan.	4
20	62/19/3	Chief Executive to meet with Ms H Kotecha, Healthwatch Representative (outside the meeting) to consider the arrangements for broader patient and public engagement within the UHL Quality Strategy.	CEO/ Health-watch	31.5.19	Complete – meeting held on 17 April 2019.	5
21	62/19/3	Updated Public and Patient Involvement Strategy to be presented to the April 2019 Trust Board meeting.	DSC	TB 4.4.19 TB 2.5.19	Deferred from April 2019 Board. Strategy features on the Board agenda for 2 May 2019.	5
22	62/19/4	Leicestershire Academic Health Partnership (LAHP) To arrange an appropriate ceremony for the formal signing of the LAHP Memorandum of Understanding.	DR&I	May 2019	In progress.	4
23	63/19/5.3	Financial Performance Month 10 To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	CFO	TB 4.4.19 6.6.19	To be implemented following finalisation of 2019/20 plans across LLR.	4
7 February 2019						
24	40/19	Chairman's Monthly Update – February 2019 To consider developing a programme of Board to Board engagement to support the development of the LLR system-wide long term plan (to include Local Authorities and key stakeholders eg Healthwatch).	Chairman	TB 7.3.19	Under discussion with fellow LLR Chairs.	4
25	42/19/2	Staff Story – Time to Change To share Trust Board members' 'Time to Change' mental health pledges via the Trust's intranet system (Insite).	DPOD/ SEM	Immediate	Working with communications to agree schedule for publication by March 2019. Complete.	5
26	48/19	Questions from the press and public To provide an indicative timeline for the ICU Business Case on the Trust's external website (to increase transparency).	DSC/ CFO	Immediate	In progress.	4

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

10 January 2019						
27	7/19/2	Oral and Maxillo-Facial Surgery Services To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	MD	May 2019 June 2019 (provisional date)	Will be reported when available (provisionally estimated as May 2019). Provisionally rescheduled for June 2019, pending receipt of the external review report.	4
1 November 2018						
28	314/18	Questions from the press and public To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	DSC/ DDCE	Once available	Will be actioned once work finalised.	4
6 September 2018						
29	252/18	LLR STP and UHL reconfiguration 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

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------