

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on **Thursday 1 August 2019**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1 August 2019						
1	161/19/2	Chairman's Monthly Report – August 2019 To consider ways of increasing the visibility of system-wide workstreams at UHL's Trust Board meetings.	DSC	TB 5.9.19	In future the Chief Executive will include BCT/SLT highlights in his Board Report. Additionally, the BCT stakeholder briefing will also be appended to the Chief Executive's Report.	5
2	162/19/1	Integrated Risk Report and 2019/20 BAF To include monthly updates on UHL's preparations for Brexit within the Chief Executive's Trust Board briefing.	DCLA	TB 5.9.19	Updates to commence from the September 2019 Trust Board meeting.	5
3	162/19/2.1	Audit Committee Minutes 5.7.19 To approve the recommended item (Annual Audit Letter 2018/19) as required.	CFO	Immediate	Complete.	5
4	162/19/2.2	QOC Summary 25.7.19 To approve the recommended items (NHS Resolution maternity incentive scheme self-assessment and the Freedom to Speak Up Annual Report 2018/19 and work plan) for appropriate sign-off/submission as required.	CN/DPOD	As required	Complete – the CNST evidence has been uploaded and received by NHS Resolution.	5
5	162/19/2.2	To respond to the letter from the National Freedom to Speak up (F2SU) Guardian, confirming the level of Corporate support that was provided to UHL's F2SU Guardian.	DPOD/DSR	Immediate	Completed by the Director of Safety and Risk.	5
6	162/19/2.2	To ensure that UHL's reverse mentoring scheme was accessible to all Trust Board members (with no exclusions).	DDL0D	Immediate	Complete – offered to all members of the Trust Board – some colleagues will be taking up this opportunity as part of the next cohort.	5
7	162/19/2.3	PPPC Summary 25.7.19 To present a report on national changes in pension tax allowance and the corresponding impact upon UHL's activity plans to a future PPPC meeting.	DPOD/COO	Future PPPC	The Director of People and Organisational Development is awaiting further National guidance and will then advise when a report will be presented to PPPC.	4
8	162/19/2.3	Any Other Business – Junior Doctors Court of Appeal To present a report on UHL's potential exposure in relation to Junior Doctor break times and the above test case to a future PPPC meeting.	DPOD/MD	Future PPPC	The Director of People and Organisational Development is currently considering which PPPC meeting this report will be presented to.	4
4 July 2019						

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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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9	144/19/1	Patient Story SUI To liaise with Professor P Baker, Non-Executive Director to consider ways of building the following theme into the Medical Education Programme:- <ul style="list-style-type: none"> the importance of establishing a baseline of normal behaviours for patients with enhanced needs to identify the gap between 'well' and 'ill' behaviour patterns (including the possibility of using mobile phone video footage provided by parents/relatives). 	VB, NED	TB 6.9.19	Complete – verbal update provided at 1.8.19 Trust Board meeting.	5
10	145/19/1	EMCRN Annual Report and Presentation To review opportunities to improve the way that feedback is provided to patients who had participated in research studies and to include an update in the next quarterly EMCRN update.	Clinical Director EMCRN	TB 4.10.19	On track.	5
11	145/19/2	Reconfiguration Programme Update To present a report to a future public Trust Board meeting on the issues to be addressed to sustain and maintain safe clinical services during the delay in securing capital funding to progress the Strategic Reconfiguration Programme.	CFO	Future TB meeting TB 6.9.19 TB 3.10.19	Mitigations to be presented to the September 2019 Trust Board meeting after discussion at the Executive Strategy Board and the Finance and Investment Committee in August 2019. Deferred to the October 2019 Trust Board.	4
12	145/19/3.3	FIC Summary 27.6.19 To arrange for appropriate briefing sessions to be offered to those individuals who might be affected by changes in the annual allowance for pension tax in the NHS (noting the need for affected individuals to seek their own independent advice).	DPOD	Urgent	Awaiting confirmation of dates from Equinity, these will then be communicated.	5
6 June 2019						
13	120/19/5	Revised Patient and Public Involvement Strategy To present a 6 month update on the implementation of the PPI Strategy to the Trust Board in December 2019.	DSC	TB 5.12.19	Provisionally scheduled for December 2019 Trust Board.	4
14	120/19/5	To consider producing a PPI Annual Report (based on a similar format to the Volunteer Services Annual Report)	DSC	By April 2020	Under consideration.	4

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2 May 2019						
15	99/19	Questions from the public To explore the suggestion for UHL to include the 'Better Care Together' logos within future Trust Board reports and provide feedback to the June 2019 Trust Board meeting.	DCLA	TB 6.6.19	The Trust currently uses the Better Care Together logo in its stationery and publicity material as appropriate. Potential wider use to be kept under review, taking into account the development of plans to establish an LLR Integrated Care System.	5
4 April 2019						
16	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 TB 6.6.19 TB 4.7.19	A comprehensive communications plan is in hand to launch the Quality Strategy across the Trust in June 2019 – mentioned in the Chief Executive's monthly update report to the June Trust Board.	5
7 March 2019						
17	62/19/3	Chief Executive's Monthly Report – March 2019 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 4.8.19 3.10.19	Included in work to revamp the Quality and Performance report. Approach and timetable revised following August TBTD. New Q&P layout to be trialled in Aug report and fully implemented from Sept report. So first revised CEO report dashboard will be to October Trust Board.	3
18	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. In addition, a draft system side long term financial plan is due to be completed by the end of September 2019.	4
7 February 2019						
19	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

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