

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 1 July 2021

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1 July 2021						
1	216/21	Report from the Acting Chief Executive – July 2021 To review (and update if necessary) UHL's process for utilising the assurance and learning opportunities arising from external reviews (eg Emergency Care Intensive Support Team).	MD/CN <i>A Furlong/ C Fox</i>	Immediate	There is an existing process as part of the Patient Safety and Risk Team whereby external reviews are collated and a report presented to QC on a scheduled basis. Essential reports to be considered at relevant Board Committee with a view to presentation at Trust Board.	5
2	217/21	Staff Story To provide an overview of the wider work that was taking place in relation to the Apprenticeship Programme to a future meeting of the People and Culture Committee.	CPO <i>H Wyton</i>	October PCC mtg	To be scheduled for PCC in October 2021.	5
3a	218/21/1	Integrated Quality and Performance (Q&P) Report – month 2 To review the format of the Q&P report to continue to build upon the fundamental elements and Statistical Process Controls (SPC) approach, whilst making the report more streamlined with an increased focus on exception reporting.	ACE/ACOO/ MD/CN/CPO <i>R Brown/ D Mitchell/ A Furlong/ C Fox/ H Wyton</i>	TB 2.9.21	In progress – a draft report has been produced which is being discussed and agreed with all of the Executive Leads.	4
3b	218/21/1	To consider the following suggestions within the review of the Q&P report:- <ul style="list-style-type: none"> • opportunities to present the actions to respond to exception reports as 'SMART' actions; • whether to present the exception reports at the front of the document in future; • an increased focus on the trajectory for improvements; • assurance surrounding the process to review any Never Events and Serious Untoward Incidents; • opportunities for benchmarking the performance of key services with other major teaching Trusts (eg emergency readmissions); • inclusion of response rates within the Friends and Family Test feedback; • whether the 'stretch' sickness absence target of 3% was still considered to be appropriate, and 	ACE/ACOO/ MD/CN/CPO <i>R Brown/ D Mitchell/ A Furlong/ C Fox/ H Wyton</i>	TB 2.9.21	In progress:- <ul style="list-style-type: none"> • The new draft report covers SMART actions • High level exception reports are at the front of the pack with further detail in the main body of the report. • Trajectories are part of the exceptions reports • Never event reporting has been included • Benchmarking has been included with the exception reports • FFT is covered as part of the metrics • All areas will be asked to review the metrics and targets which will encompass sickness absence. 	4

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		<ul style="list-style-type: none"> to provide greater clarity surrounding mortality data (eg to explain perceived variances between SHMI and SHMR data). 				
3c	218/21/1	To present the first iteration of the revised Q&P report to the Trust Board in September 2021.	ACE/ACOO/ MD/CN/CPO R Brown/ D Mitchell/ A Furlong/ C Fox/ H Wyton	TB 2.9.21 TB 4.11.21	The draft report will be presented at a TB development session in September 2021 and the Trust Board meeting on 4 November 2021.	4
3d	218/21/1	To present a high level report to a future Trust Board meeting on the work of the LLR People Board, including proposals to address future recruitment challenges (eg the next 5 to 10 years) in the context of forecast constraints in the labour market – noting that the detailed workstreams would be monitored by the People and Culture Committee.	CPO H Wyton	Future TB mtg (date to be advised)	Future date to be confirmed.	3
4	218/21/2	Financial Performance Report – month 2 To provide a briefing to Ms V Bailey, Non-Executive Director (outside the meeting) on the mechanism for the Clinical Senate and other clinician discussions to feed into the transformation process for clinical services as part of the Integrated Care System (ICS) to drive improvements in financial performance.	MD A Furlong	Immediate (outside the meeting)	Complete.	5
5	219/21/1	UHL Quality Account 2020/21 To approve the final draft UHL Quality Account 2020/21 for publication (as appended to paper H).	CN C Fox	Immediate	Complete – approved by the Trust Board on 1.7.21.	5
6a	220/21/2	UHL Covid-19 Wave 2 Post Peak Learning Exercise To present an update on the Trust's performance against the Emergency Preparedness Resilience and Response (EPRR) Core Standards to the Trust Board in September 2021.	ACOO D Mitchell	TB 2.9.21	Complete – features on the Trust Board agenda for 1.7.21.	5
6b	220/21/2	In preparation for the forthcoming public enquiry into the Covid-19 pandemic, to begin gathering the evidence/audit trail capturing key developments/decisions (prior to the retirement of the Director of Corporate and Legal Affairs at the end of July 2021), recognising that the Interim Director of Corporate and Legal Affairs would become the lead for this workstream and that a project manager resource would potentially be required to support the detailed process.	DCLA S Ward	By 31.7.21	Preparatory work commenced and handover of responsibility to the Interim Director of Corporate and Legal Affairs effected w/c 19.7.21.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7	220/21/3	East Midlands Clinical Research Network (EMCRN) To approve the EMCRN 2020/21 Annual Report, 2021/22 Annual Plan, and the annual Governance Framework update (all as presented in paper K).	MD <i>A Furlong</i>	Immediate	Complete – approved by the Trust Board on 1 July 2021.	5
8	220/21/4	Research and Innovation Quarterly Update To arrange for the Trust Board to receive a presentation from Dr R Evans in respect of a research study relating to 'Long Covid'.	MD <i>A Furlong</i>	TR 4.11.21	In progress – provisionally scheduled for the 4 November 2021 Trust Board meeting (alongside the next quarterly update on R&I).	4
9a	221/21/1	Board Committees and Roles To approve the proposals relating to Chairmanship and Membership of Board Committees (appendix 1), revised Board meeting timetable (appendix 2) and the appointment of Ms V Bailey, Non-Executive Director to the role of Senior Independent Director (as described in appendix 3).	Chair <i>J MacDonald</i>	Immediate	Complete – approved by the Trust Board on 1 July 2021.	5
9b	221/21/1	To meet with Ms H Kotecha, Leicester and Leicestershire Healthwatch Chair (outside the meeting) to confirm the arrangements for progressing Patient and Public Involvement (PPI) and the role of Carers via the newly formed Quality Committee.	CN/ QC NED Chair <i>C Fox/ V Bailey</i>	By 31.7.21	Complete – this meeting has been held. Future regular discussions will be required as part of the System's and UHL's ongoing relationship with Healthwatch.	5
10	221/21/2.1	Audit Committee Minutes 21.6.21 To arrange for regular progress reports on UHL's Green Plan (relating to sustainability) to be monitored through the newly formed Reconfiguration and Transformation Committee.	DEF/ RTC NED Chair <i>D Kerr/ A Haynes</i>	RTC September and ongoing	Reports will be scheduled accordingly to commence with the RTC meeting in September 2021 (date to be confirmed).	4
11a	221/21/2.2	Quality and Outcomes Committee summary 24.6.21 To approve the Trust Board Declaration of Compliance with the CNST/NHSR Maternity Incentive Scheme (as appended to paper N2).	CN <i>C Fox</i>	Immediate	Complete – approved by the Trust Board on 1 July 2021.	5
11b	221/21/2.2	To explore potential arrangements for sighting the Trust Board to key aspects of performance in Maternity Services (eg statistics/ metrics/targets/patient feedback) in addition to the data already provided within a separate section of the quarterly Learning from Deaths report. Proposals to include sharing outputs from the active 'Maternity Voices Network'.	CN/ QC NED Chair <i>C Fox/ V Bailey</i>	By 31.7.21	In progress – to be considered at the next Maternity Governance Group meeting including how this will link with the existing considerable reporting on Maternity Services.	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
12a	221/21/2.3	People Process and Performance Committee summary 24.6.21 To approve the Junior Doctors Contract Guardian of Safe Working quarterly report and the Nurse Establishment Review (as appended to paper N3).	CPO/CN <i>H Wyton/ C Fox</i>	Immediate	Complete – approved by the Trust Board on 1 July 2021.	5
12b	221/21/2.3	To hold further discussions on the Urgent and Emergency Care Improvement Plan and the process for the LLR System to communicate with patients about appropriate attendances at UHL's Emergency Department outside the meeting.	ACEO/ ACOO/ DSC <i>R Brown/ D Mitchell/ M Wightman</i>	Urgent	In progress.	4
13	221/21/2.4	Finance and Investment Committee summary 24.6.21 To note that a comprehensive report and discussion on the process for developing a medium term financial plan was due to take place at the Trust Board Workshop to be held on 12 August 2021. Subsequent proposals to be presented to the formal Trust Board meeting in September 2021 for approval.	CFO <i>S Lazarus</i>	TB Workshop 12.8.21 and TB meeting 2.9.21	Scheduled accordingly.	5
14	221/21/2.4	Charitable Funds Committee Minutes 18.6.21 To approve (as Corporate Trustee) the following charitable fund applications which exceeded the threshold of £50,000:- <ul style="list-style-type: none"> • 7779 – respiratory physiology equipment (£84,175); • 7823 – retina screening machine (£145,000); • 7867 – continuation of staff room project (£50,000), and • 7827 – theatres patient toilet, changing rooms and theatre reception upgrade at Glenfield Hospital (£279,755). 	CFO <i>S Lazarus</i>	Immediate	Complete – approved by the Trust Board on 1 July 2021.	5
3 June 2021						
15	183/21/5	Process for Reviewing Patient Harm To develop proposals for defining the categories of patient harm arising from the Covid-19 pandemic and agree how we ensure the public are informed about the outcomes of this work.	DMD/DSC/ DQTEI <i>J Jameson/ M Wightman/ M Durbridge</i>	TB 1.7.21	In progress. The DQTEI has provided the harms data to the DMD on 3.6.21 who is developing proposals accordingly.	4
16	183/21/6	Board Development To present the Terms of Reference for each Board Committee to the Trust Board for ratification on 2 September 2021.	DCLA IDCLA/ CHAIR <i>S Ward G George/ J MacDonald</i>	TB 2.9.21 TB 4.11.21	Now re-scheduled for the November 2021 Trust Board meeting.	4
6 May 2021						

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17	148/21/1	System Health Inequalities Framework To schedule future Trust Board discussions on the proposed responses to the Health Inequalities Framework (both at a Trust level and at a System level).	DSC/ CHAIR <i>M Wightman</i> <i>J MacDonald</i>	TB 2.9.21	Will be agreed as part of the schedule of work for 2021/22, to be completed for the 2.9.21 Trust Board.	4
18a	148/21/3	Acting Chief Executive's report – May 2021 To consider the messaging arrangements for patients and public surrounding Covid-19 infection prevention and how to embed this messaging into UHL's recovery and restoration programme to influence the behaviours of patients who were choosing to delay their treatments due to infection prevention concerns. Update to be provided to a future PPPC meeting.	CN <i>C Fox</i>	Future PPPC mtg (date TBA)	Under consideration. The Chief Nurse will inform the Corporate and Committee Services Team of the date on which this report will be submitted to PPPC. The Chief Nurse will be discussing this matter with the Acting Chief Operating Officer and the Communications team and will report on the outcome to the Quality Committee meeting in September 2021.	4
18b	148/21/3	To increase the Trust's focus on reducing emergency hospital readmissions and to present a progress update to a future PPPC meeting.	MD <i>A Furlong</i>	PPPC 30.9.21	Provisionally scheduled for September 2021 PPPC meeting. This is a complex piece of work and is being linked to a review of the performance metrics within the new integrated Q&P report. Currently the Trust uses a catch all figure and a locally set historical performance improvement target but there is no bench mark for this as national bench marking breaks readmissions down by specialty rather than reporting at Trust level.	5
19a	148/21/4	Restoration and Recovery of Elective Orthopaedic Surgery To liaise with the Chief Nurse to explore ways in which volunteers could assist in the process for communicating with patients whose surgery had been delayed due to Covid-19.	ACOO <i>D Mitchell</i>	Immediate	Meeting arranged for 30 June 2021 – Deputy Chief Nurse and Deputy Chief Operating Officer are leading on this workstream.	4
19b	148/21/4	To consider ways in which the innovative approach adopted by Professor J Dias in supporting patients waiting for elective surgery could be applied across the Trust (noting the healthcare inequalities agenda) and to brief Trust Board members on the outputs of this work.	ACOO <i>D Mitchell</i>	Future TB mtg TB 1.7.24 TB 2.9.21	A progress update is provisionally scheduled for the Trust Board meeting in July September 2021.	4
20	149/21/2	Integrated Risk Report and BAF To work with the Executive Team to develop the 2021/22 BAF and present (a) a draft BAF for discussion at the Trust Board thinking day on 10 June 2021, and (b) the final BAF for approval at the Trust Board meeting on 1 July 2021.	DCLA IDCLA/ HoR&A S Ward <i>G George/ R Manton</i>	TB 2.9.21 TB 4.11.21	The Trust Board Workshop will now be held on 17 September 2021 and the BAF is provisionally timetabled for the Trust Board on 4 November 2021.	4
21	149/21/3.3	People Process and Performance Committee Summary 29.4.21	CPO <i>H Wytton</i>	TB 2.9.21	The Chief People Officer will submit a report to the Trust Board in September 2021, once the 'free text' data has	4

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		To schedule a discussion on the action plan to respond to UHL's Staff Survey results at a future Trust Board meeting.			been received and incorporated into the CMG and Directorate-level action plans.	
1 April 2021						
22	115/21/2	Chairman's briefing report – April 2021 To consider the scope to nominate an Executive Director Champion for disabled patients and staff.	ACE <i>R Brown</i>	As appropriate	Under consideration.	4

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