

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 November 2022

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 November 2022						
1	240/22/2	CEO Report (As part of the work associated with the DNA Project) to ascertain if the national policy utilised by UHL had a provision for a patient not being re-booked within 21 days (of a DNA).	DHEI	By TB mtg Dec 22	Actioned - UHL currently follows national policy with respect to discharge following non-attendance. In line with this policy, patients are not offered a further appointment within 21 days of non-attendance at a planned appointment.	5
2	241/22/2	Standing Financial Instructions and Scheme of Delegation To consider how best to embed the SFIs / SoD within the organisation and thereafter implement the agreed action to embed.	DCLA / CFO	Immediately and on-going	An update on how we will embed the SFI's and SoD will be provided to the December 2022 Audit Committee.	5
3	241/22/3	Counter Fraud Bribery and Corruption Policy To review the Trust's approach to the roll out of policies including consideration of the degree to which different groups of staff members either needed to know a policy in detail or be aware of its existence (dependent on their job role) and the mechanism for ensuring such.	DCLA B Cassidy	Immediately and on-going	In progress.	4
4a	242/22/2	Maternity Self-Assessment Report To provide an update to the Trust Board regarding work currently being undertaken looking into black and ethnic minority women's experiences.	DHEI	To TB when available (TBC)	The DHEI to report back on this item to Trust Board in Spring 2023 (provisionally April or May 2023) – this item has been provisionally scheduled within the TB workplan.	5
4b	242/22/2	To submit an update on progress against the maternity self-assessment to the Trust Board in April 2023.	CN	TB – April 2023	Scheduled on the agenda for the Trust Board meeting in April 2023.	5
5	242/22/3	CNST Maternity Standards – Update To provide a further update to the Trust Board in December 2022 regarding sign off re the CNST Maternity Standards.	CN	TB – Dec 22	Scheduled on the agenda for the Trust Board meeting in December 2022.	5
6	244/22/3	Escalation Report from the Audit Committee – 28 October 2022 All relevant Executive Directors to ensure implementation of any	Relevant EDs	Immediate	This is a generic action for all relevant Executive Directors and is recorded as a prompt for action. It will not therefore be tracked specifically via the Matters	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
------------------------	-------------------	-------------------	---	--	----------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		overdue Internal Audit actions.			Arising Log.	
6 October 2022						
7	213/22	Staff Story To schedule in a session on race and addressing racism as part of the forward programme of Trust Board Development sessions.	CPO / DCLA	Future TBDS	A culture-focussed Trust Board Development Session has been scheduled for March 2023.	5
8	215/22/2	Annual Fire Report 2021/22 To notify the Trust Board once the residual issues referenced within the Annual Fire Report 2021/22 had been addressed.	DEF	Future TB	The Trust Board's sub-committees will be briefed on progress as appropriate.	5
1 September 2022						
9	184/22/1	UHL Annual Plan 2022/23 To submit updates against the Annual Plan 2022/23 to Trust Board meetings on a quarterly basis.	DCE S Barton	To TB mtgs on a quarterly basis	Updates to be provided to the December 2022 and March 2023 Trust Board on progress.	4
7 July 2022						
10	154/22/4	Integrated Performance Report The Trust Board to consider the issue of culture within the Trust (to ensure a common view and collaborative working) and to engage with wider clinical voices regarding this issue.	MD/CN/QC Chair A Furlong / J Hogg / V Bailey	Potentially for a future TBTD session (TBC)	Quality Leads are developing an interactive session on safety culture for board alongside priorities.	4
9 June 2022						
11	125/22/2	Chief Executive's Update Report To submit an evaluation of the impact of the service moves currently on-going to a Trust Board meeting in September 2022.	COO / DCEO	TB mtg – Sept 22 Nov 22 Dec 22	This item is scheduled on the agenda for the TB meeting on 1 December 2022 (item 7.1 on the agenda refers).	5
12	126/22/1	Quality Account To review ways in which to make the Quality Account a more digestible document and to determine a means by which to utilise it as a source for learning.	CN J Hogg	Immediate and on-going	Infographic to be developed with clinical illustrations. Currently on hold awaiting communications capacity to support.	4
7 April 2022						
13	70/22/3	Integrated Performance Report – Month 11 To share a thematic summary of staff exit interview data with Trust Board members (when available).	DCPO / CPO J Tyler- Fantom / C	When available	Data for the first three months of the new financial year will be available in July 2022. The work of the People Services team has been prioritised to ensure that resources are deployed to	1

* 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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

			Teeney		address the most pressing needs affecting our colleagues. As such this work on exit interviews has been paused until April 2023.	
3 February 2022						
14	30/22	Questions from Press and Public To clarify the Communications and Engagement Strategy for the Reconfiguration and Transformation Programme at a future Trust Board meeting.	DEF D Kerr RPD N Topham	Future TB meeting	The draft Communications and Engagement Strategy was shared at the RTC in March 2022. The engagement plan falling out of this will be presented to the December 2022 Reconfiguration Steering Group and subject to any amendments requested can be shared at the next Reconfiguration and Transformation Committee (RTC) or Trust Board.	4

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strikethrough~~ 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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------