

Progress of actions arising from the Trust Board meeting held on Thursday 12th September 2024

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
12 September 2024 (approvals recorded in the formal minutes only)						
1		Chief Executive's Report To discuss concerns raised on NED ward walk regarding ambulance delays.	COO / NED J Melbourne / M Farmer	Immediate	Discussed with MF, and subsequently Mark wrote with feedback on the workaround.	5
1a		To consider the Trust's response to matters arising from the Darzi report including influencing the ICB on future direction and where 'cure to prevention' best sits within the LLR System.	Chair / CE A Moore / R Mitchell	Immediate	Complete – RM has discussed this with partners across both systems.	5
2		Integrated Performance Report (M4) To consider whether there are any actions which are innovative to address the current UEC pressures, whether short or longer term.	COO J Melbourne	Immediate	Winter plan presented in October which covers all initiatives for this winter. Longer-term planning will require further UEC transformation across the system, which will consider innovative approaches to improving access, care and value.	5
3		Perinatal Surveillance Scorecard To provide details to future Trust Board meetings on whether increased staffing levels are delivering improvements in services.	CN J Hogg	TB 10.10.24	Included in maternity update.	5
4		Patient Experience – Annual Report To review data on complaints, particularly about which patient groups are making complaints, as part of Trust Board development.	CN J Hogg	31.12.24	To be reviewed by QC as part of quarterly patient experience report.	4
4a		To develop a business case, as part of any expansion of the PALS service which shows that the PALS service had the overall impact of generating a saving for the Trust.	CN J Hogg	31.12.24	Will be developed as part of next planning round	4
5		Infection Prevention – Annual Report To review processes regarding sanitiser refilling.	CN J Hogg	10.10.24	Complete.	5
5a		To undertake a reflective piece of work at an appropriate point which considers whether there are any learning points regarding infection prevention.	CN J Hogg	10.10.24	Completed as part of Infection Prevention Board Assurance Framework report.	5
6		Freedom to Speak Up Guardians – Quarter 1 Report To include in future reports, more detail regarding demographics	DCLA B Cassidy	TB 12.12.24	To scheduled accordingly.	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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		of those who raise concerns, and details of where the Trust has learned and improved following concerns which have been raised.				
8 August 2024 (approvals recorded in the formal minutes only)						
6	255/24	Patient Story – Max’s story To consider ways of improving the visibility of the action plan for the delivery of accessible information standard.	DoHE&I R Abeyratne	PSC 15.10.2024	A report to be taken to Patient Safety Committee on 15th October 2024 and Trust Board in November.	5
7	256/24/2	Chief Executive’s Report To complete and subsequently report the Winter Plan to Trust Board.	COO J Melbourne	TB 10.10.24	Report submitted to October TB.	5
8	257/24/1	Maternity Assurance Committee Update / Perinatal Surveillance Scorecard To consider options for continuing to improve perinatal services, such as benchmarking with high performing peers and undertaking a safety survey within the service to seek staff feedback.	CN J Hogg	TB 14.11.24	To be included as part the Maternity Assurance Committee update to Trust Board.	4
9	257/24/2	Update on Health Equality and Inclusion To review current methods in place for improved sharing of patient information.	CIO A Carruthers	OFHTC 31.10.24	An update will be submitted to OFHTC with plans for patient facing digital solutions to the October committee.	4
10	257/24/3	Maintaining Focus and Oversight on Quality of Care and Experience in Pressurised Services To develop a programme of Non-Executive Director visits to wards, structured to be a low key view of day to day operations.	COO / CN / DCLA J Melbourne/ J Hogg / B Cassidy	September 2024	Programme of Non-Executive Director visits has begun and will be ongoing.	5
11	257/24/6	Quality Committee Escalation report – 25 July 2024 To receive an update at Trust Board on staff safety to consider whether further actions to protect staff are required.	CN J Hogg	TB 14.11.24	A paper on violence reduction standards to prepared and scheduled accordingly.	4
12	258/24/1	People and Culture Committee Escalation report – 25 July 2024 To report to the People and Culture Committee to provide assurance of the Freedom to Speak Up processes.	DCLA B Cassidy	PCC 21.11.24	To be scheduled accordingly.	4
11 July 2024 (approvals recorded in the formal minutes only)						
13	219/24	Patient Story To receive a further update about the actions taken in response	CN J Hogg	TB 14.11.24	A paper will be submitted to the Trust Board in November 2024.	4

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		to issues raised in the patient story.				
13a	219/24	To consider engaging with education / training providers regarding the fundamentals of care and instilling the correct values.	CN J Hogg	TB 14.11.24	A paper will be submitted to the Trust Board in November 2024.	4
13b	219/24	To consider how families are engaged to provide support and encouragement to patients during their treatment and rehabilitation.	CN J Hogg	TB 14.11.24	A paper will be submitted to the Trust Board in November 2024.	4
14	220/24/3	Integrated Performance Report To provide details to Trust Board of data regarding the demographic profile of UEC attendances.	DoHE&I R Abeyratne	TB (TBC – when data available)	A report will be shared with the Trust Board as soon as this data becomes available. Work is in progress through the Health Inequalities dataset group.	4
14a	220/24/3	To provide on a monthly basis, the total headcount costs (substantive / bank / agency) versus the budget available, and if the costs are over budget, to provide details of the corrective action.	CE / CPO / CFO R Mitchell/ C Teeney/ L Bond	TB 8.8.24 (and ongoing)	In progress - a single overview dashboard summarising the performance against each domain is in development, also to be shared more broadly within the organisation to 'tell the story' month by month through the year.	4
11	221/24/1	Perinatal Surveillance Scorecard – May 2024 To consider different ways, if appropriate of presenting staff attending training data to reflect the way a training year takes place.	CN J Hogg	TB 10.10.24	Complete.	5
11a	221/24/1	To consider ways of improving the friends and family test response rate.	CN J Hogg	TB As necessary	Ongoing.	4
9 May 2024 (approvals recorded in the formal minutes only)						
13	147/24	Staff Story – Apprenticeships – Chef's Academy To confirm ongoing support for apprenticeships and consider ways of ensuring suitable placements for those who have taken place on employability schemes.	CPO C Teeney	PCC TBC 2024	Update to be taken to PCC TBC.	4
14	148/24/2	Integrated Performance Report To consider specific metrics which can be used to measure culture improvements.	CPO C Teeney	PCC 29 August 2024	Action to be reviewed by PCC in May. A further update on workforce metrics was considered at PCC August 24.	5
15	149/24/3	Update on Health Equality and Inclusion To consider and progress the utilisation and publication of data	DoHE&I / CIO	Ongoing	We've held initial discussions with the NHSE team about strategic direction for system wide EDI	5

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		collected in relation to health inequalities, aligning it with any data related to primary and social care as necessary and to provide guidance where needed to ensure its most effective use within the Trust.	R Abeyratne / A Carruthers		metrics and opportunities to define a dataset at scale with the federated data platform. In the short term the first part of the action (the equality support unit work) is most relevant to progress locally to support our objectives. Work will be ongoing in the longer term to de	
14 March 2024 (approvals recorded in the formal minutes only)						
16	67/24/3	OPC Escalation Report To provide an update to Operations and Performance Committee, of the progress, once it is live, of the roll out of the Electronic Prescription Service (EPS) facilitating improved communication with pharmacy regarding take home medication (TTOs) from outpatient consultations.	CIO A Carruthers	OPC 25.9.24	This item is provisionally scheduled on the OPC agenda for September 2024.	5

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