

Progress of actions arising from the Trust Board meeting held on Thursday 13th June and Monday 24th June 2024

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
24 June 2024 (approvals recorded in the formal minutes only)						
1		Annual Report / Annual Governance Statement To determine where and how details of the Trust's maintenance backlog is reported on.	CN / DCLA J Hogg	Immediate	The private Trust Board will receive a quarterly update on estates.	5
13 June 2024 (approvals recorded in the formal minutes only)						
2	183/24/3	Integrated Performance Report To provide an update on actions arising from the board to board UEC summit to determine whether these actions were being put in place and a clear timetable for delivery had been established.	COO J Melbourne	TB 11 July 2024	Verbal update to be provided at Trust Board and a detailed report scheduled for private Trust Board in July 2024.	5
2a	183/24/3	To report details of the CIP deep dive being undertaken through FIC at Trust Board to provide assurance regarding delivery or identify any known challenges.	DDoF S Ceres	TB tba	This will be reported to the Trust Board via the escalation report process. Also, to note that the private Trust Board has a report on its July meeting which considers CIP progress.	5
3	184/24/2	UHL Mortality and Learning from Deaths Quarterly Report To review if any themes from previous years regarding deaths 'more likely than not due to problems in care' and as appropriate provide assurance that any themes have been addressed and lessons learnt.	MD / DMD A Furlong / D Barnes	Immediate	Initial discussions have taken place with colleagues.	4
4	185/24/1	Agency Usage To consider the inclusion of a breakdown by staff group of the agency usage figures.	CPO C Teeney	TB 11 July 2024	The detailed agency report will be provided in the quarterly workforce report to FIC and PCC. The agency update at future board meetings will be incorporated into the IPR.	5
5	187/24/1	CRN East Midlands Quarterly Board Report To discuss with CRN, the issues regarding accounts payable and consider appropriate resolutions.	DDoF S Ceres	Immediate	A meeting has been scheduled for later in July to address the Accounts Payable process aimed at reducing the impact on CRN.	5
5a	187/24/1	To organise an introductory meeting for the incoming Trust Board Chair and CRN leadership in order to promote the importance of research to the Trust.	DCLA B Cassidy	Immediate (once new Chair is in post)	This is in the process of being arranged.	5
9 May 2024 (approvals recorded in the formal minutes only)						
6	147/24	Staff Story – Apprenticeships – Chef's Academy	CPO	PCC 26	Update to be taken to PCC in September 2024.	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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		To confirm ongoing support for apprenticeships and consider ways of ensuring suitable placements for those who have taken place on employability schemes.	C Teeney	September 2024		
7	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 will be shared at PCC August 24.	4
8	149/24/3	Update on Health Equality and Inclusion To provide the Trust Board with the report which arose from discussions at the city Health and Wellbeing Board regarding racial disparities in maternal mortality.	DoHE&I R Abeyratne	TB 8 August 2024	Report to be included with Health Equality and Inclusion update at August 2024 Trust Board.	4
8a	149/24/3	To report to Trust Board, details of data relating to waiting times in UEC taking demographics into account.	DoHE&I R Abeyratne	TB 8 August 2024	To be scheduled accordingly, data is awaited.	4
8b	149/24/3	To consider and progress the utilisation and publication of data 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.	DoHE&I / CIO R Abeyratne / A Carruthers	August 2024	This action has been picked up the LLR ICB Equalities Support Unit and will report back on this in due course. Further, colleagues from IM&T are in discussions with NHSE about undertaking a more proactive role using federated data and would be in a better position to report back in 2 months' time	4
8c	149/24/3	To invite representatives from the UHL Equality Partnership to share their stories at future Trust Board meetings.	DoHE&I R Abeyratne	Ongoing	UHL Equality Partnership video will be shared at July Trust Board and Health Inequalities story is scheduled for September.	5
11 April 2024 (approvals recorded in the formal minutes only)						
9	103/24	Patient Story To explore the provision of publicly accessible Automated External Defibrillators across the UHL estate, possibly through the electronic system being developed with De Montfort University.	CN J Hogg	October 2024	Work in progress – a report will be taken to Trust Leadership Team in July.	4
10	107/24/1	NHS Staff Survey Results 2023 - Update To consider ways in which the Trust Board can undertake scrutiny of the performance in relation to the actions being taken in response to the staff survey and progress towards the next staff survey, and provide this data to the board on a regular basis.	CPO C Teeney	PCC 25 July 2024 / TB 8 August 2024	This will be discussed at Board Development in May 2024 and through the People and Culture Committee.	4
14 March 2024 (approvals recorded in the formal minutes only)						
11	67/24/3	OPC Escalation Report	CIO	OPC	This item is provisionally scheduled on the OPC	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		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.	A Carruthers	25.9.24	agenda for September 2024.	

8 February 2024 (approvals recorded in the formal minutes only)

12	29/24/1	(Junior Doctors) Guardian of Safe Working Quarterly Report To consider, at People and Culture Committee, the Guardians of Safe Working report and consider whether this correlates with wider work within the Trust and whether any wider actions could be taken.	CPO C Teeney	PCC tbc	To be scheduled accordingly.	4
13	29/24/2	Freedom to Speak Up Quarterly Report To include case studies in future quarterly reports.	DCLA B Cassidy	TB 12.09.24	Provisionally scheduled on the TB agenda for 13.6.24. Update - Revised date, to be included in the next report from the Freedom to Speak Up Guardians.	4
14	29/24/2	To provide feedback on the staff survey to the Freedom to Speak Up Guardians to see if issues raised were common themes.	CPO C Teeney	Immediate	This will be undertaken with the Guardians after the detailed Staff Survey results are known in March 2024.	4

14 December 2023 (approvals recorded in the formal minutes only)

15	408/23/3	Integrated Performance Report Month 7 To spend more time as a Board looking at good examples of Transformation and designing services for the future.	DCE S Barton	TB 11.7.24	The OFH/Digital/Transformation Committee are now doing 'deep dives' into particular areas of transformation. As previously reported to the Board through that committees update, the development of the UHL Transformation Programme 2024-26 started at the beginning of December. Update: - The draft programme was presented to committee in March and following comments from the committee now needs further work to be brought back to the May committee Final update – a report on Transformation submitted to Trust Board on 11 July 2024	5
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