

Progress of actions arising from the Trust Board meeting held on Thursday 8th August 2024

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8 August 2024 (approvals recorded in the formal minutes only)						
1		Patient Story – Max’s story (noting the comment from the incoming EMAS Chair that this story would also be shared with that organisation) To develop the 15 steps initiative to consider service provision for people with disabilities.	CN J Hogg	Immediate	(Details were shared with EMAS) 15 steps assessors have been widened to include those with disabilities and other protected characteristics. A first visit to imaging with Max and other Accessible Information Standard (AIS) stakeholders has been undertaken and actions to be reviewed through the AIS group and TLT.	5
1a		To consider ways of improving the visibility of the action plan for the delivery of accessible information standard.	DoHE&I R Abeyratne	TLT October 2024	A report to be taken to Trust Leadership Team in October 2024.	4
2		Chief Executive’s Report To complete and subsequently report the Winter Plan to Trust Board.	COO J Melbourne	TB 10.10.24	On track for October 2024.	4
2a		To raise concerns with the LLR ICB interim Chair and incoming Chair about the current level of alignment between UHL and the ICB regarding the Winter Plan.	Trust Chair A Moore	Immediate	Conversations ongoing.	5
3		Integrated Performance Report To review the finance information within the IPR to ensure that large variances are suitably explained.	CFO M Brearley	TB 12.9.24	Finance Report amended to extract ‘Pass through’ Income and Expenditure. Finance staff reminded to annotate the reports with clearer explanations.	5
3a		To provide an executive summary of the Trust’s overall operational performance.	COO J Melbourne	TB 12.9.24	Complete for September on ongoing review programme of IPR.	5
4		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 of the Maternity Assurance Committee update to Trust Board.	4
5		Update on Health Equality and Inclusion To review current methods in place for improved sharing of	CIO A	OFHTC 31.10.24	An update will be submitted to OFHTC with plans for patient facing digital solutions to the October	4

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		patient information.	Carruthers		committee.	
6		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 is in progress.	4
7		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 10.10.24	A paper on violence reduction standards to prepared and scheduled accordingly.	4
8		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)						
9	219/24	Patient Story To receive a further update about the actions taken in response to issues raised in the patient story.	CN J Hogg	TB 14.11.24	A paper will be submitted to the Trust Board in November 2024.	4
9a	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
9b	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
10	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.	4
10a	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/ M Brearley	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

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10b	220/24/3	To update the IPR to explain that the grey boxes represent measures which are not measured as red or green in the summary, for example due to having no year-to-date target.	COO J Melbourne	TB 8.8.24	Amended Report at August 2024 Trust Board.	5
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 12.9.24	To be incorporated from September 2024.	4
11a	221/24/1	To consider ways of improving the friends and family test response rate.	CN J Hogg	TB 12.9.24	Work in progress	4
13 June 2024 (approvals recorded in the formal minutes only)						
12	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	QC 27.8.24	Themes were reported to QC on 27.8.24.	5
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 26 September 2024	Update to be taken to PCC in September 2024.	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 will be shared at PCC August 24.	4
15	149/24/3	Update on Health Equality and Inclusion 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	Ongoing	We've held initial discussions with the NHSE team about strategic direction for system wide EDI metrics and opportunities to define a dataset at scale with the federated data platform. This is likely to be a longer term ambition. 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.	4
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	CIO A	OPC 25.9.24	This item is provisionally scheduled on the OPC agenda for September 2024.	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		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.	Carruthers			
8 February 2024 (approvals recorded in the formal minutes only)						
17	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	This will be actioned following the outcome of the 2024 staff survey and will be reported to the March 25 PCC.	5
18	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 (scheduled for September 2024 Trust Board). Update – Complete – report on the agenda 12.09.24 Trust Board	5
19	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. Update – Complete – The 2023 staff survey results were shared with the FTSU team and a regular partnership theme sharing meeting takes place on a monthly basis.	5

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