

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 November 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7 November 2019						
1	219/19/1	Staff Story – Prince’s Trust ‘Get Into’ Programme To explore ways in which the CMGs might be able to increase the number of placements available for the Prince’s Trust Programme at the next round of CMG Performance Review Meetings.	COO	CMG PRM meetings in Nov 2019	Complete – the Chief Operating Officer has written to the CMG teams about the Prince’s Trust Programme and this is being discussed at the November 2019 Performance Review Meetings.	5
2	219/19/3	Chief Executive’s Monthly Report – November 2019 To share plans for supporting the physical and mental well-being of staff coping with severe operational challenges with Trust Board members outside the meeting (when available).	COO/ DPOD	When available	The Physical and Mental Well-Being Plan is scheduled for discussion at the Executive Planning meeting on 4 December 2019. It will then be scheduled for consideration at the relevant Trust Board Committee.	4
3	219/19/3	To present a report on the ED GIRFT review to the People, Process and Performance Committee (when available).	COO	PPPC date to be advised	Complete – this was discussed at People, Process and Performance Committee on 28.11.19.	5
4	219/19/3	To present a report on outlying patients to an Executive Board and the Quality Outcomes Committee in November 2019.	DSR/ CD, ESM	EIM&T 19.11.19 & QOC 28.11.19	Complete – outlying report presented to the Executive IM&T Board on 19 November 2019 and Quality and Outcomes Committee on 28 November 2019.	5
5	219/19/3	To share with the Chief Operating Officer some information on the ‘day in the life’ techniques (outside the meeting).	AJ, NED	Immediate	In progress.	4
6	219/19/3	To provide additional narrative in future iterations of the Chief Executive’s monthly briefing report whenever a significant change was made to any of the BAF Principal Risk scores.	CE/DCLA	As appropriate	Actioned for December 2019 report.	5
7	220/19/1.1	QOC Summary 24.10.19 To approve the 7 Day Services Self-Assessment for submission to NHS England by the deadline of 28 November 2019.	MD	28.11.19	Complete – submitted to NHS England on 26 November 2019.	5
8	220/19/1.2	PPPC Summary 24.10.19 To approve the Equality, Diversity and Inclusion annual report 2018/19 and the Junior Doctors Guardian of Safe Working Quarterly report (as appended to paper G).	DPOD	Immediate	Complete.	5
9	222/19	Questions and Comments from the Public To arrange for specific guidance to be circulated to UHL staff on the rules surrounding the forthcoming General Election.	DSC	Immediate	Complete.	5

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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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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 October 2019						
10	195/19/3	Chief Executive's monthly report October 2019 To undertake a review of the format and content of the quality and performance dashboard in six months' time to ensure that it was providing the Trust Board with the required information.	CE	TB 2.4.20	To be progressed.	4
11	195/19/3	To check whether the A&E Delivery Board had been sighted to and approved the changes in booking processes for urgent care hub appointments, and whether they had been sighted to any unanticipated consequences arising from this change.	CE	Immediate	Issue raised with UEC team. Awaiting feedback.	4
12	195/19/3	To present a high level overarching report on the proposed arrangements for delivering UHL's Reconfiguration Programme to the 7 November 2019 Trust Board meeting.	CE	TB 7.11.19 5.12.19	Scoping work in progress and agreed with the Chairman to submit a report to the December 2019 Board meeting. An overview update will be included in the December 2019 CEO report, with more detailed consideration at December Trust Board thinking day.	4
13	196/19/5.2	Leicester Hospitals Charity Annual Accounts 2018/19 and Annual Report 2018/19 To provide an update on the prior year Audit finding (re: additional entry on the Trust's risk register) to the December 2019 Charitable Funds Committee.	FC	CFC 5.12.19	Scheduled accordingly.	4
5 September 2019						
14	179/19/4	Multi-professional education and training 2019/20 quarterly update Deputy Medical Director to develop a workforce strategy re: Physicians' Associates, for presentation to the Executive People and Culture Board, and to include the Director of People and OD in the discussions.	DMD/ DPOD/ DCN/ DCE	EPCB 15.10.19 29.10.19 ESB 5.11.19 EPCB 18.2.20	Scheduled accordingly. Dr D Barnes, Deputy Medical Director is preparing a broader paper incorporating the wider medical workforce which will not be available for the 29.10.19 EPCB meeting. To be scheduled for the February 2020 EPCB meeting.	3
1 August 2019						

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
15	162/19/2.3	Any Other Business – Junior Doctors Court of Appeal To present a report on UHL's potential exposure in relation to Junior Doctor break times and the above test case to a future PPPC meeting.	DPOD/MD	Future PPPC	The Director of People and Organisational Development is currently considering which PPPC meeting this report will be presented to. Modelling in progress – report to be scheduled for December 2019 Executive People and Culture Board (EPCB). Scheduled on the EPCB agenda for 10.12.19.	5
6 June 2019						
16	120/19/5	Revised Patient and Public Involvement Strategy To present a 6 month update on the implementation of the PPI Strategy to the Trust Board in December 2019.	DSC	TB 5.12.19	Re-scheduled for consideration by the Quality and Outcomes Committee in January 2020.	4
17	120/19/5	To consider producing a PPI Annual Report (based on a similar format to the Volunteer Services Annual Report)	DSC	By April 2020 Q1 2020/21	Under consideration. To be published in Quarter 1 of 2020/21.	4
7 March 2019						
18	63/19/5.3	Financial Performance Month 10 To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	CFO	TB 4.4.19 6.6.19 7.11.19	To be implemented following finalisation of 2019/20 plans across LLR. In addition, a draft system side long term financial plan is due to be completed by the end of September 2019. Draft 5 year (LTP) shared with FIC in September 2019. Final draft for Trust Board consideration in November 2019. Update – proposals under consideration shared with the Trust Board at the November 2019 Trust Board thinking day.	5

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