

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>7 February 2019</b>						
1	38/19	<b>Minutes of Trust Board meeting held on 10.1.19</b> To amend Minute 10/19/2 to reflect that the comments raised by Ms K Jenkins, Non-Executive Director had been raised at the PPPC meeting on 20.12.18 and not the QOC meeting on 20.12.18.	CCSO	TB 7.3.19	Complete.	5
2	40/19	<b>Chairman's Monthly Update – February 2019</b> To liaise with the Chief Executive and the Director of Corporate and Legal Affairs to confirm the arrangements for robust monitoring of the Board Assurance Framework and risk management arrangements within the Trust Board and Trust Board thinking day calendars of business.	Chairman/ CE/DCLA	TB 7.3.19	Reporting/monitoring arrangements to be confirmed following further consideration of the improvement and operation of the Board Assurance Framework by the Audit Committee on 8.3.19.	4
3	40/19	To consider developing a programme of Board to Board engagement to support the development of the LLR system-wide long term plan (to include Local Authorities and key stakeholders eg Healthwatch).	Chairman	TB 7.3.19	Under discussion with fellow LLR Chairs.	4
4	41/19	<b>Chief Executive's Monthly Update – February 2019</b> To consider the arrangements for populating the right hand column of the Quality and Performance Dashboard provided at appendix 1 for the key financial enablers (to indicate the date by which compliance would be achieved).	CFO	TB 7.3.19	Complete.	5
5	41/19	All Trust Board members to complete the February 2019 Staff Friends and Family Test survey (if they had not already done so).	All	Immediate	Generic action – presumed to be complete and no further tracking to be undertaken through the Trust Board action log.	5
6	42/19/1	<b>Draft UHL Quality Strategy</b> To present the final version of the UHL Quality Strategy to the Trust Board in March 2019 (to include the arrangements for a Unified Programme of Improvement and appropriate branding).	CE	TB 7.3.19	Included in March 2019 Trust Board agenda.	5
7	42/19/2	<b>Staff Story – Time to Change</b> To share Trust Board members' 'Time to Change' mental health pledges via the Trust's intranet system (Insite).	DPOD/ SEM	Immediate	Working with communications to agree schedule for publication by March 2019.	4

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<b>RAG Status Key:</b>	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*
8	43/19/2	<b>Brexit – UHL No Deal EU Exit Preparations</b> To present a further update on the potential implications that may arise from a no deal EU-deal to the Trust Board in March 2019.	DCLA	TB 7.3.19	Scheduled accordingly.	5
9	43/19/2	To strengthen the communications process with staff regarding the EU Settlement Scheme arrangements (including social media outlets).	DPOD	Immediate	In progress with HR/Comms team – briefing and Qs added to Insite.	5
10	43/19/2	To seek feedback from a particular member of staff (name to be provided by Chief Executive) regarding the types of issues that are important to UHL's EU workforce.	DPOD	Immediate	Individual on leave for 2 weeks – however action incorporated into EU/Comms plan.	5
11	45/19/1	<b>QOC 31.1.19 – public summary</b> To approve the Seven Day Services Board Assurance Framework and the Cancer Performance reports for quarters 1 and 2 (62 day breach thematic findings and 104 day harm reviews).	MD	Immediate	The TB approved self-assessment BAF will be uploaded to the portal as required by NHSE.	5
12	48/19	<b>Questions from the press and public</b> To consider including a Patient Adviser representative within the membership of the UHL Quality Strategy Steering Group.	CE	Immediate	Role of the QSSG under review following kick-off day discussions. Meeting with Patient Partners to be arranged to discuss broader contribution to Quality Strategy	4
13	48/19	To provide an indicative timeline for the ICU Business Case on the Trust's external website (to increase transparency).	DSC/ CFO	Immediate	In progress.	4

**Matters arising from previous Trust Board meetings**

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>10 January 2019</b>						
14	7/19/1	<b>Patient Story – Serious Incident</b> To consider ending the video with a short message of thanks from the Medical Director and the Chief Nurse.	DSR	Immediate	Filming booked for 6 March 2019	5
15	7/19/1	To circulate a link to the finalised video to the relevant staff groups at UHL, reiterating the key messages and highlighting the availability of other patient safety videos.	DSR	When video is available	Planned for week commencing 11 March 2019.	5

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## Trust Board paper B

16	7/19/2	<b>Oral and Maxillo-Facial Surgery Services</b> To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	MD	May 2019 (provisional date)	Will be reported when available (provisionally estimated as May 2019).	4
17	9/19	<b>STP, BCT and UHL Reconfiguration Update</b> Audit Committee to undertake a review of the identified risks relating to interdependencies within the Reconfiguration Programme.	CFO	AC 8.3.19	In progress – a paper is being prepared for the Audit Committee in March 2019.	4
18	10/19/3	<b>PPPC 20.12.18 – public summary</b> To liaise with Ms K Jenkins, Non-Executive Director to consider future changes to the cancer performance reporting mechanism to capture the impact upon those cancer patients who had not been treated within the 104 day standard.	COO	TB 7.2.19	A meeting between Ms K Jenkins and Rebecca Brown is scheduled for 22 March 2019.	5
19	12/19/1	<b>CFC 6.12.18 – Minutes</b> To liaise with the Trust's External Auditors to ensure that the factors which had delayed the process for finalising the Charity's 2017/18 Annual Report and Accounts were not replicated in 2018/19.	CFO	31.3.19	Timetable to be agreed at the Charitable Funds Committee on 4 April 2019, which will include proposed date for the 2018/19 audit from Grant Thornton.	4
<b>6 December 2018</b>						
20	332/18/2	<b>Leicestershire academic health partners</b> Noting the Trust Board's in-principle support for the proposal, to present a further update in February 2019, covering:- <ul style="list-style-type: none"> <li>financial issues including the scope for any commercial opportunities, and an assessment of continuing with/moving away from other existing partnerships, and</li> <li>governance issues including the memorandum of understanding.</li> </ul>	MD/ DRI	TB <del>7.2.19</del> 7.3.19	Deferred to March 2019 Trust Board – draft MOU has been prepared and circulated to the University of Leicester and LPT for comment. <b>Report scheduled for the March 2019 Trust Board meeting.</b>	5
<b>1 November 2018</b>						
21	314/18	<b>Questions from the press and public</b> To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	DSC/ DDCE	Once available	Will be actioned once work finalised.	4
<b>6 September 2018</b>						
22	252/18	<b>LLR STP and UHL reconfiguration</b> To consider how best to inform and empower UHL staff to act as ambassadors for the Trust's reconfiguration programme.	DSC	Immediate	Work in progress.	4

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12 April 2018						
23	97/18	<b>Chairman's monthly report – April 2018</b> To present a report on an overarching workforce strategy to a future Trust Board meeting.	DWOD/ MD/CN	<del>TB 2.8.18</del> <del>6.9.18</del> <del>PPPC</del> <del>25.10.18</del> <del>29.11.18</del> <del>TB</del> <del>1.11.18</del> <del>6.12.18</del> <del>TBTD</del> <del>13.12.18</del> <del>PPPC</del> <del>31.1.19</del> <del>28.2.19</del>	<del>Joint work taking place between Corporate Medical Corporate Nursing and HR. Provisionally scheduled for PPPC and EWB consideration in June/July July/August 2018 and the August September 2018 TB. Following the employment of the new DPOD, this report will now go to PPPC in October and TB November 2018. Deferred to December 2018 Trust Board.</del> Draft UHL People Strategy discussed at the December 2018 Trust Board Thinking Day, and will be presented to the January 2019 PPPC for recommended approval by the Trust Board. Deferred to the February 2019 PPPC meeting and March 2019 Trust Board meeting; but it is intended that the Workforce Strategy be discussed by the Board on 4 April 2019 when approving the Annual Operational Plan 2019/20. Deferred from the January 2019 PPPC, and included on the February 2019 PPPC agenda.	4

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