

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 October 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 October 2019						
1	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
2	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
3	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	Scoping work in progress and agreed with the Chairman to submit a report to the December 2019 Board meeting.	4
4	196/19/2	Integrated Risk Report and Board Assurance Framework To meet with the Director of Safety and Risk and the Risk and Assurance Manager to consider the arrangements for reviewing and challenging the 95 high risks currently identified on the organisational risk register and to provide assurance to the Audit Committee on this process.	DCLA	AC 8.11.19	Actioned. Organisational risk register reviewed by CMGs and Corporate Directors and further report on progress to be submitted to Audit Committee 8.11.19.	5
5	196/19/2	To meet with the Director of Safety and Risk and the Risk and Assurance Manager to explore the scope to include the timescales for achieving target risk scores within the next iteration of the organisational risk register summary.	DCLA	TB 9.1.20	Actioned. Organisational risk register reviewed by CMGs and Corporate Directors and further report to be submitted to Audit Committee 8.11.19.	5
6	196/19/3	Potential No Deal EU Exit Preparations In the event of any significant issues arising prior to the next scheduled update, the Director of Corporate and Legal Affairs to brief Trust Board members by email.	DCLA	If required	No material issues arose, and hence no issues escalated.	5
7	196/19/5.2	Leicester Hospitals Charity Annual Accounts 2018/19 and Annual Report 2018/19 To sign the required certificates, as now approved by the Trust Board (as Corporate Trustee) and arrange for the Annual Accounts 2018/19 to be submitted to the Charity Commission.	Chairman/ CE/CFO	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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8	196/19/5.2	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						
9	179/19/2	EPRR annual report 2018/19 and NHSE core standards self-assessment To provide a report to the Audit Committee (en route to the Trust Board) re: 'mission-critical' prioritised systems, including the impact of any disruption to those systems and the related remedial plans.	COO/ EPO	Future AC (Nov 19)	Discussed at 6.9.19 Audit Committee, with a further update scheduled for the next Audit Committee.	5
10	179/19/2	To ensure that appropriate information on the 'mission-critical' prioritised systems is included in the EPRR annual report 2019/20.	COO/ EPO	EPRR annual rep 2019/20	Discussed at 6.9.19 Audit Committee, with a further update scheduled for the next Audit Committee (November 2019). The Trust has recruited to a new Emergency Planning & Business Continuity Officer who will be tasked in the next 12 months with rolling out the new Business Continuity Management Policy (this was signed off by the Policy & Guideline Committee in July 2019). This work should enable the Trust to fully understand the priority of all its functions, including those most critical to the organisation.	5
11	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	Scheduled accordingly. Update – 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 re-scheduled for a future Executive Board.	4
1 August 2019						
12	162/19/2.3	PPPC Summary 25.7.19 To present a report on national changes in pension tax allowance and the corresponding impact upon UHL's activity plans to a future PPPC meeting.	DPOD/ COO	Future PPPC TB 3.10.19 and 10.10.19	The Director of People and Organisational Development is awaiting further National guidance and will then advise when a report will be presented to PPPC. Reports were presented to the private Trust Board meetings on 3.10.19 and 10.10.19.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
13	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.	4
6 June 2019						
14	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	Provisionally scheduled for December 2019 Trust Board.	4
15	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	Under consideration.	4
7 March 2019						
16	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. Update: draft 5 year (LTP) shared with FIC in September 2019. Final draft for Trust Board consideration in November 2019.	4

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