

Progress of actions arising from the Trust Board Reconfiguration meeting held on **Thursday 3 September 2020**

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|---|-------------|---|----------------|--------------------|---|-------------|
| 3 September 2020 – Reconfiguration | | | | | | |
| 1a | 181/20/1 | Chairman's Briefing Note on the Reconfiguration Programme To present a report to a future Trust Board Reconfiguration meeting setting out the Clinical Strategy underpinning the Trust's Reconfiguration Programme. | MD | Future TBR meeting | Actioned – scheduled on the agenda for 1 October 2020. | 5 |
| 1b | 181/20/1 | To notify the Trust Chairman and the Director of Corporate and Legal Affairs of any suggested agenda items for discussion at future Trust Board Reconfiguration meetings. | All TB members | TBR 1.10.20 | Noted. | 5 |
| 2a | 181/20/2 | Progress of UHL's Reconfiguration Programme To review and improve the information currently provided on UHL's external website relating to the Reconfiguration Programme to ensure that it also provided clarity on the expected changes/implications from a patient's perspective. | DEF/ RPD | Immediate | This will be covered as part of the overall update for consultation in conjunction with the Communications Team. | 4 |
| 2b | 181/20/2 | To review the content of future reports to the public Trust Board Reconfiguration meetings to ensure that they included an appropriate focus on the expected impact from a patient's perspective. | DEF/ RPD | Immediate | Actioned - meeting held on 11/9 to discuss how to improve papers. | 5 |
| 2c | 181/20/2 | To consider including a few still photographs or a short video of the new ICU facility at Glenfield Hospital on the external website (in place of the proposal to hold physical tours of the new facility to reduce infection prevention risks). | DEF/ RPD | Immediate | Requires support from the Communications Team and Web Team, action delayed due to consultation priorities. | 3 |
| 2d | 181/20/2 | To review and rebase the timelines for the construction works within the overall Reconfiguration Programme to take account of (a) delays arising from the impact of Covid-19 on the supply chain and (b) the interdependencies between schemes. | DEF/ RPD | TBR 1.10.20 | Interdependencies of schemes already included in phasing and timelines. Any impacts re Covid-19 are kept under review as part of on-going programme management. | 5 |
| 2e | 181/20/2 | To clarify the role, responsibility and accountability arrangements for the CMG Operational Delivery Groups (as referenced in paragraph 33 of paper B) to ensure that they were appropriately focused upon the programme risks and fully cognisant of the impact of any specification changes on the overall Reconfiguration Programme. | DEF/ RPD | Immediate | Actioned – addressed in RPTB paper. | 5 |

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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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 Reconfiguration paper B

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|---------|-------------|---|------|--------------------|--|-------------|
| 2f | 181/20/2 | To provide a briefing paper on modern construction methods and the construction procurement routes being utilised to mitigate against construction cost increases to a future Trust Board Reconfiguration meeting. | DEF | Future TBR meeting | Meeting to be arranged. | 4 |
| 2g | 181/20/2 | Director of Estates and Facilities to meet with the Non-Executive Director Chairs of the Audit Committee and the Finance and Investment Committee to ensure that they were appropriately briefed on the checks and balances provided within the construction procurement process. | DEF | Immediate | Meeting held re design team procurement on 8.9.20. | 5 |

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