

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 5 March 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 March 2020						
1	55/20/1	Patient Story Trust Board members to consider visiting the Leicester Hearing Service as part of the Trust Board's programme of Leadership Walkabouts.	TB members	3 months	Will be visited when the Walkabout Programme resumes.	5
2	55/20/2	Chairman's report – March 2020 To consider inviting a speaker from Coventry to attend a future Trust Board thinking day on the theme of addressing health inequalities from an Acute health provider perspective.	Chairman/DCLA	TBA	In hand.	4
3	55/20/3	Chief Executive's report – March 2020 The Chief Operating Officer to:- (i) provide a briefing on changes to operational planning process for 2020/21 re additional capacity wards and the enhanced medical model at the Trust Board thinking day on 12 March 2020; (ii) share business continuity plans with Trust Board members, once the COVID-19 modelling work had been completed, and (iii) arrange for post COVID-19 recovery plans to be considered at an early stage in preparation for the recovery phase.	COO	Immediate	Action (i) – delayed until a later Trust Board Thinking Day due to COVID-19 planning superseding this.	4
					Action (ii) – complete.	5
					Action (iii) – complete.	5
4	55/20/3	To explore the scope to hold a celebration event to recognise the efforts of staff which had contributed to UHL's 'good' CQC rating;	CN/MD	3 months	Under consideration.	4
5	55/20/3	To provide feedback to the COVID-19 tactical group re: the comments raised at today's meeting about the availability of hand sanitiser.	CN	Immediate	Actioned.	5
6	55/20/3	To explore the governance requirements surrounding virtual and on-line meetings as a potential alternative to public Board meetings during the COVID-19 outbreak.	DCLA	Immediate	In hand.	4

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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*
7	55/20/3	To accelerate the timescales associated with technological solutions for on-line meetings and expanded use of home-working.	CIO	Immediate	In hand.	4
8	55/20/4	Trust Board Committee Governance To implement the proposed changes to the Chairs and Vice-Chairs of UHL's Board Committees (as set out in paper F) with immediate effect.	DCLA	Immediate	Actioned.	5
9	56/20/1.2	To approve the Learning from Deaths quarterly report as recommended by QOC on 27.2.20.	MD	Immediate	Actioned.	5
10	56/20/1.2	To approve the Freedom to Speak Up quarter 3 report and the proposal for UHL to become a preferred partner to host Military Consultants as recommended by PPPC on 27.2.20.	DWOD	Immediate	Actioned.	5
11	56/20/1.3	To arrange for appropriate discussions to be held in respect of proposals for a year-end agreement with Specialised Commissioners.	ICFO	Immediate	Actioned.	5
6 February 2020						
12	38/20/1	Staff Story – Freedom to Speak Up To ensure that the Trust-wide communications process sharing the importance of not using a syringe for drawing bloods be completed before the end of February 2020.	F2SUG/ DSR	End of February 2020	Actioned.	5
13	38/20/1	To arrange for an additional 'Hello my name is ... ' poster campaign to be undertaken to increase staff awareness of UHL's Freedom to Speak Up Guardian and the process for raising concerns.	DSC	Immediate	Work is in progress to create additional posters. This will be supplemented by wider communications activities including an all staff email, INsite update and promo boxes.	5
14	39/20/1	Integrated Risk Report and 2019/20 Board Assurance Framework To liaise with PwC to ascertain whether any pre-reading material would be circulated in advance of the 12 March 2020 Trust Board thinking day.	DCLA	TBTD 12.3.20	Actioned.	5

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9 January 2020						
15	5/20/4	NHS Midlands Pledge to Reducing Plastic Waste To consider the arrangements for positioning the Sustainability agenda within UHL's Strategic Priorities when these were next refreshed. The Trust Chairman noted this as a potential theme for a future Trust Board thinking day discussion.	CEO/ Trust Chairman/ DCLA	Date to be advised	Under consideration.	4
5 December 2019						
16	236/19/4	IM&T Strategy To approve the IM&T Strategy for 2019 – 2022 for implementation.	ACIO	Immediate	Strategy was presented at LLR IM&T Strategy board on 12.12.19. Feedback is being taken into account and a final version is proposed to be presented along with high level plans via the PPPC in early 2020.	4
17	236/19/4	To liaise with Healthwatch and other key stakeholders to establish appropriate links for patient and public engagement within the eHospital programme.	ACIO	Immediate	Initial engagement session with patient partners completed on 27.11.19. Liaison with Healthwatch is included in the eHospital programme. PPI plans to progress in Q4 19/20. Discussed at Trust Board on 9.1.20 – the Acting Chief Information Officer agreed to re-RAG rate this action as '4' because the meeting with Healthwatch had not yet taken place. Update as at 13.1.20: this meeting has been scheduled for 4.3.20.	4
7 November 2019						
18	219/19/3	Chief Executive's Monthly Report – November 2019 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
3 October 2019						
19	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

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Trust Board paper B

	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/ Trust Chairman/ DCLA	TB 7.11.19 5.12.19 6.2.20 5.3.20 TBTD 23.4.20	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. Update – preliminary proposals discussed at the December 2019 Trust Board thinking day (TBTD). Further discussion at the January 2020 TBTD. Update – Chairman has requested that final proposals be brought to April TBTD rather than March Board. Pending approval of the structure, the Executive Strategy Board has been spilt into two, with one part dedicated to the Reconfiguration programme, so as to ensure sufficient oversight of preliminary tasks.	4
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