

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 September 2021

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
2 September 2021						
1	234/21	Caring at its Best (Blue Ward) To approve the recommendation to award Assessment and Accreditations Caring at its Best Blue Ward status to the Kinmonth Unit, Leicester Royal Infirmary.	CN C Fox	Immediate	Complete.	5
2a	237/21/4	Integrated Quality and Performance Report (month 4) To present proposals for improving Fractured Neck of Femur performance to the next meetings of the Executive Quality Board and Quality Committee.	MD A Furlong	EQB and QC October 2021	Actioned.	5
2b	237/21/4	To discuss the scope to implement internal performance targets for any new performance metrics (or those which did not have nationally- set targets) at the Trust Board workshop on 17.9.21.	ACOO D Mitchell	TB Workshop 17.9.21	Discussion took place and agreed responsible Executive to agree specific targets with Sub-Committee.	5
2c	237/21/4	To provide an update on health inequalities to the Trust Board on 4.11.21. This update to include: <ul style="list-style-type: none"> an analysis of the factors affecting 7% of patients who did not attend (DNA) their appointments; outputs from the Health Inequalities Task and Finish Group, and details of a study being arranged by the Director of Research and Innovation to identify whether there were any structural factors which were preventing patients from presenting for treatment or attending appointments. 	DCS M Wightman	TB 4.11.21	A report is scheduled on the Trust Board agenda for 4.11.21.	5
3	238/21/1	Nurse Establishment Review (National Quality Board) To approve the nurse establishment review (as undertaken in March 2021) and to note the assurance provided regarding safe staffing resources to meet patient care requirements.	CN C Fox	Immediate	Complete – approved by the Trust Board on 2.9.21	5
4	238/21/2	Infection Prevention Annual Report 2020/21 To approve the Annual Infection Prevention Report for 2020/21 and to commend the proactive approach to the wearing of face masks prior to this becoming national policy during the Covid-19 pandemic.	CN C Fox	Immediate	Complete – approved by the Trust Board on 2.9.21	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5	238/21/3	Responsible Officer Annual Report 2020/21 To approve the Annual Responsible Officer Report for 2020/21 and the signing of the Statement of Compliance by the Acting Chief Executive or Interim Chairman (as required).	DMD <i>J Jameson</i>	Immediate	Complete – approved by the Trust Board on 2.9.21	5
6	238/21/4	Emergency Preparedness Resilience and Response (EPRR) Annual Report 2021/22 To approve the EPRR Annual Report and note the key priorities for the next twelve months.	ACOO <i>D Mitchell</i>	Immediate	Complete – approved by the Trust Board on 2.9.21	5
7	238/21/4	To explore opportunities for implementing an EPRR peer-review process with other NHS Trusts in preparation for the establishment of the LLR Integrated Care System (ICS).	ACOO/ EPRRM <i>D Mitchell/ B Collins</i>	As appropriate	An options paper is being developed with EPRR colleagues in CCG & LPT as part of a wider review of the ICS EPRR function and this action will be included as part of this work.	5
8	239/21/1	Quality Committee Summaries 29.7.21 and 26.8.21 To present summaries of the Annual Fire Report and the Premises Assurance Model (PAM) to the 4.11.21 Trust Board meeting and to publish the full reports on the external website.	DEF <i>D Kerr</i>	TB 4.11.21	Complete.	5
9	239/21/1	To approve the quarterly report on Learning from Deaths (as appended to paper L1).	MD <i>A Furlong</i>	Immediate	Complete – approved by the Trust Board on 2.9.21	5
10	239/21/2	2020/21 Month 4 Financial Performance report To present reports to the Trust Board on a quarterly basis tracking progress of improvements in the underlying financial position.	CFO <i>S Lazarus</i>	TB Quarterly basis	Reports scheduled accordingly.	5
11	239/21/2	To hold informal discussions with the incoming Chief Executive regarding the arrangements for delivering the 2021/22 financial plan for H2 (months 7-12) and the financial planning process for 2022/23.	CFO <i>S Lazarus</i>	30.9.21	Complete.	5
12	242/21/1	Audit Committee Minutes 23.7.21 and summary 20.8.21 To brief the Acting Chief Executive regarding the Audit Committee Chair's request for the Executive Team to undertake a review of the Trust-wide arrangements for contract management, noting the scope for significant cost savings that might be achieved by improving systems and processes.	MD <i>A Furlong</i>	Immediate	Actioned.	5
13	242/21/2	Charitable Funds Committee summary 6.8.21 All Board members were asked to consider promoting the	All <i>All Trust</i>	Gala Ball 27.11.21	Presumed to be complete – no further tracking to be undertaken through the Trust Board action log.	5

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		Leicester Hospital Charity's Gala Ball on 27.11.21 for additional sponsorship, or purchasing tickets/tables for themselves:- https://www.leicesterhospitalscharity.org.uk/nhs-heroes-ball	<i>Board members</i>			
14	244/21/1	Public Questions received after the submission deadline To collate responses to the two sets of supplementary questions and provide the responses directly to the requesters and publish them on the external website (outside the meeting).	CCSO <i>K Rayns</i>	By 13.9.21	Complete.	5
1 July 2021						
15a	218/21/1	Integrated Quality and Performance (Q&P) Report – month 2 To review the format of the Q&P report to continue to build upon the fundamental elements and Statistical Process Controls (SPC) approach, whilst making the report more streamlined with an increased focus on exception reporting.	ACE/ACOO/ MD/CN/CPO <i>R Brown/ D Mitchell/ A Furlong/ C Fox/ H Wyton</i>	TB 2.9.21	In progress – a draft report has been produced which is being discussed and agreed with all of the Executive Leads. Complete – the updated report features on the Trust Board agenda for 4.11.21.	5
15b	218/21/1	To consider the following suggestions within the review of the Q&P report:- <ul style="list-style-type: none"> opportunities to present the actions to respond to exception reports as 'SMART' actions; whether to present the exception reports at the front of the document in future; an increased focus on the trajectory for improvements; assurance surrounding the process to review any Never Events and Serious Untoward Incidents; opportunities for benchmarking the performance of key services with other major teaching Trusts (eg emergency readmissions); inclusion of response rates within the Friends and Family Test feedback; whether the 'stretch' sickness absence target of 3% was still considered to be appropriate, and to provide greater clarity surrounding mortality data (eg to explain perceived variances between SHMI and SHMR data). 	ACE/ACOO/ MD/CN/CPO <i>R Brown/ D Mitchell/ A Furlong/ C Fox/ H Wyton</i>	TB 2.9.21	Complete:- <ul style="list-style-type: none"> The new draft report covers SMART actions High level exception reports are at the front of the pack with further detail in the main body of the report. Trajectories are part of the exceptions reports Never event reporting has been included Benchmarking has been included with the exception reports FFT is covered as part of the metrics All areas will be asked to review the metrics and targets which will encompass sickness absence. 	5
15c	218/21/1	To present the first iteration of the revised Q&P report to the Trust Board in September 2021.	ACE/ACOO/ MD/CN/CPO <i>R Brown/ D Mitchell/ A Furlong/</i>	TB 2.9.21 TB 4.11.21	The draft report will be presented at a TB development session in September 2021 and the Trust Board meeting on 4 November 2021. Complete – the updated report features on the Trust	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
			<i>C Fox/ H Wyton</i>		Board agenda for 4.11.21.	
15d	218/21/1	To present a high level report to a future Trust Board meeting on the work of the LLR People Board, including proposals to address future recruitment challenges (eg the next 5 to 10 years) in the context of forecast constraints in the labour market – noting that the detailed workstreams would be monitored by the People and Culture Committee.	CPO <i>H Wyton</i>	Future TB mtg (date to be advised)	Future date to be confirmed.	3
16	220/21/4	Research and Innovation Quarterly Update To arrange for the Trust Board to receive a presentation from Dr R Evans in respect of a research study relating to 'Long Covid'.	MD <i>A Furlong</i>	TB 4.11.21 Future TB	In progress. This was provisionally scheduled for the 4 November 2021 Trust Board meeting (alongside the next quarterly update on R&I), but a Transformation Story has been scheduled instead.	4
17	221/21/2.1	Audit Committee Minutes 21.6.21 To arrange for regular progress reports on UHL's Green Plan (relating to sustainability) to be monitored through the newly formed Reconfiguration and Transformation Committee.	DEF/ RTC NED Chair <i>D Kerr/ A Haynes</i>	RTC September and ongoing	Reports will be scheduled accordingly to commence with the first RTC meeting (date to be confirmed).	4
18	221/21/2.2	Quality and Outcomes Committee summary 24.6.21 To explore potential arrangements for sighting the Trust Board to key aspects of performance in Maternity Services (eg statistics/ metrics/targets/patient feedback) in addition to the data already provided within a separate section of the quarterly Learning from Deaths report. Proposals to include sharing outputs from the active 'Maternity Voices Network'.	CN/ QC NED Chair <i>C Fox/ V Bailey</i>	By 31.7.21	In progress – to be considered at the next Maternity Governance Group meeting including how this will link with the existing considerable reporting on Maternity Services.	4
19	221/21/2.3	People Process and Performance Committee summary 24.6.21 To hold further discussions on the Urgent and Emergency Care Improvement Plan and the process for the LLR System to communicate with patients about appropriate attendances at UHL's Emergency Department outside the meeting.	ACEO/ ACOO/ DSC <i>R Brown/ D Mitchell/ M Wightman</i>	Urgent	In progress.	4
3 June 2021						
20	183/21/5	Process for Reviewing Patient Harm To develop proposals for defining the categories of patient harm arising from the Covid-19 pandemic and agree how we ensure the public are informed about the outcomes of this work.	DMD/DSC/ DQTEI <i>J Jameson/ M Wightman/ M Durbridge</i>	TB 1.7.21	In progress. The DQTEI has provided the harms data to the DMD on 3.6.21 who is developing proposals accordingly.	4

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21	183/21/6	Board Development To present the Terms of Reference for each Board Committee to the Trust Board for ratification on 2 September 2021.	DCLA IDCLA/ CHAIR <i>S-Ward G George/ J MacDonald</i>	TB 2.9.21 TB 4.11.21 TB 3.2.21	Now re-scheduled for the February 2022 Trust Board meeting.	3
6 May 2021						
22	148/21/1	System Health Inequalities Framework To schedule future Trust Board discussions on the proposed responses to the Health Inequalities Framework (both at a Trust level and at a System level).	DSC/ CHAIR <i>M Wightman J MacDonald</i>	TB 2.9.21 TB 4.11.21	A report features on the Trust Board agenda for 4.11.21.	5
23	148/21/3	Acting Chief Executive's report – May 2021 To consider the messaging arrangements for patients and public surrounding Covid-19 infection prevention and how to embed this messaging into UHL's recovery and restoration programme to influence the behaviours of patients who were choosing to delay their treatments due to infection prevention concerns. Update to be provided to a future PPPC meeting.	CN <i>C Fox</i>	Future PPPC mtg (date TBA)	Under consideration. The Chief Nurse will inform the Corporate and Committee Services Team of the date on which this report will be submitted to PPPC. The Chief Nurse will be discussing this matter with the Acting Chief Operating Officer and the Communications team and will report on the outcome to the Quality Committee meeting in September 2021. Complete.	5
24a	148/21/4	Restoration and Recovery of Elective Orthopaedic Surgery To liaise with the Chief Nurse to explore ways in which volunteers could assist in the process for communicating with patients whose surgery had been delayed due to Covid-19.	ACOO <i>D Mitchell</i>	Immediate	Meeting arranged for 30 June 2021 – Deputy Chief Nurse and Deputy Chief Operating Officer are leading on this workstream.	4
24b	148/21/4	To consider ways in which the innovative approach adopted by Professor J Dias in supporting patients waiting for elective surgery could be applied across the Trust (noting the healthcare inequalities agenda) and to brief Trust Board members on the outputs of this work.	ACOO <i>D Mitchell</i>	Future TB mtg TB 1.7.21 TB 2.9.21	A progress update is provisionally scheduled for the Trust Board meeting in July September 2021.	4
25	149/21/2	Integrated Risk Report and BAF To work with the Executive Team to develop the 2021/22 BAF and present (a) a draft BAF for discussion at the Trust Board thinking day on 10 June 2021, and (b) the final BAF for approval at the Trust Board meeting on 1 July 2021.	DCLA IDCLA/ HoR&A <i>S-Ward G George/ R Manton</i>	TB 2.9.21 TB 4.11.21	A Trust Board Workshop was held on 17 September 2021 and a further Workshop session is being arranged to agree the strategic framework.	3

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26	149/21/3.3	People Process and Performance Committee Summary 29.4.21 To schedule a discussion on the action plan to respond to UHL's Staff Survey results at a future People and Culture Committee meeting.	CPO <i>H Wyton</i>	PCC (date to be advised)	The Chief People Officer will submit a report to the People and Culture Committee, once the 'free text' data has been received and incorporated into the CMG and Directorate level action plans. Complete.	5
1 April 2021						
27	115/21/2	Chairman's briefing report – April 2021 To consider the scope to nominate an Executive Director Champion for disabled patients and staff.	ACE <i>R Brown</i>	As appropriate	Under consideration.	4

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