

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 December 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 December 2020						
1	270/20	Matters arising item 1b – UHL Covid-19 Post Peak Learning To consider inviting representation from Healthwatch at a future informal Non-Executive Director discussion on the strategic review of lessons learned from the first peak of Covid-19.	Chairman	Future NED informal discussion	Will be taken forward accordingly at the appropriate time.	5
2a	271/20/1	Patient Story – Children’s Services To share the patient story video with Trust Board members so that they could watch it for themselves following the meeting.	CCSO	Immediate	Complete – the link to the patient story was circulated by email on 3 December 2020.	5
2b	271/20/1	To liaise with Mr B Patel, Non-Executive Director (and the relevant Executive Director) to investigate a particular incident highlighted by Mr Patel where family members had been unable to contact a UHL in-patient to advise her of a bereavement.	DCN	Immediate	Complete.	5
3	271/20/3	Acting Chief Executive’s monthly report – December 2020 To approve the revised NHS Improvement enforcement undertakings (as provided in appendix 4 to paper E) for signature by the Acting Chief Executive or the Trust Chairman and for onward submission to NHS Improvement.	ACE/ Chairman	Immediate	Complete – the enforcement undertakings have been signed and returned to NHSI.	5
4	272/20/1.1	Audit Committee Minutes – 16.11.20 To liaise with the Executive Team to restructure the 2020/21 Internal Audit Plan to ensure appropriate use of these valued resources (either by scheduling additional Internal Audit reviews or by bringing forward some of the reviews planned for 2021/22).	CFO	AC 8.1.24 AC 27.1.21	The Internal Audit Plan is scheduled on the agenda for the next Audit Committee meeting on 27 January 2021.	4
5	272/20/1.2	Quality and Outcomes Committee Summary – 26.11.20 To approve the quarterly Mortality and Learning from Deaths report for quarters 1 and 2 of 2020/21.	MD	Immediate	Complete – approved by the Trust Board on 3 December 2020.	5
6	272/20/1.4	Finance and Investment Committee Summary – 26.11.20 To present an updated report on the 2020/21 Capital Programme to FIC in December 2020, reflecting a more deliverable phasing of the planned expenditure and proposals to manage any slippage within the current financial year.	CFO	FIC 17.12.20	Complete.	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.

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*
7	272/20/1.5	2020/21 Month 7 Financial Position To brief the Trust Board on the updated view of the 2020/21 forecast outturn on the basis of the Month 8 financial reporting.	CFO	TB 7.1.21	Briefing will be provided to Trust Board members by close of business on 7 January 2021.	4
Outstanding matters arising from Trust Board meetings held prior to 3 December 2020						
		None to report.				

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