

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 6 June 2019**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>6 June 2019</b>						
1	120/19/5	<b>Revised Patient and Public Involvement Strategy</b> 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
2	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
3	120/19/5	To arrange for a concise overview of the UHL Quality Strategy to be prepared and circulated (as part of the full launch of the Quality Strategy).	CE	To be advised	Leaflet in preparation as part of materials.	5
4	121/19/1	<b>Reconfiguration Programme Quarterly Update</b> To provide further clarity on the mitigating controls for the highest scoring Reconfiguration Programme risks to a future Trust Board meeting.	CFO	Future TB (date to be advised)	Complete.	5
5	121/19/2	<b>EMCRN – Annual Delivery Plan for 2019/20</b> To consider providing an accompanying summary for future EMCRN reports, drawing out the key issues for the Trust Board to consider.	MD	TB quarterly basis	Under consideration.	4
6	121/19/2	To present the next quarterly EMCRN report and an accompanying presentation to the July 2019 Trust Board meeting.	MD	TB 4.7.19	Scheduled accordingly.	5
7	121/19/3	<b>R&amp;I Quarterly Update – June 2019</b> To include additional clarity in future reports on the actions planned or being taken to address those areas of the CQC readiness actions log which were currently RAG-rated as red.	DR&I	TB 5.9.19	Under consideration.	4
8	130/19/2	<b>Revised Annual Accounts 2018/19</b> Chief Financial Officer and Chief Executive to sign/re-sign the necessary documents and certificates to enable the 2018/19 Annual Accounts to be re-submitted to NHS Improvement on 6 June 2019.	CFO/CE	Immediate	Complete.	5
9	130/19/2	Chief Financial Officer to liaise with External Audit to consider and sign-off the proposed amendment to the Letter of Representation to enable the Chief Executive to sign the finalised version.	CFO/CE	Immediate	Complete	5

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<b>RAG Status Key:</b>	5	<b>Complete</b>	4	<b>On Track</b>	3	<b>Some Delay – expected to be completed as planned</b>	2	<b>Significant Delay – unlikely to be completed as planned</b>	1	<b>Not yet commenced</b>
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## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10	130/19/2	Chief Financial Officer to amend his covering report (paper U1) to clarify that the Trust Board's approval of the 2018/19 Annual Accounts was subject to completion of the Audit.	CFO	Immediate	Complete.	5
11	130/19/2	The outputs from the review of the 2018/19 Audit process be presented to the Audit Committee on 5 July 2019.	CFO	AC 5.7.19	Scheduled for presentation to the Audit Committee in July 2019.	4

**Matters arising from previous Trust Board meetings**

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>2 May 2019</b>						
12	96/19/5	<b>Safer Staffing Report – Nurse Acuity Review</b> To present a report on Safer Maternity Staffing to a future Trust Board meeting.	CN	TB 4.7.19	Provisionally scheduled for July 2019 Trust Board.	4
13	99/19	<b>Questions from the public</b> To explore the suggestion for UHL to include the 'Better Care Together' logos within future Trust Board reports and provide feedback to the June 2019 Trust Board meeting.	DCLA	TB 6.6.19	Under consideration.	4
<b>4 April 2019</b>						
14	86/19/3	<b>Chief Executive's Monthly Report – April 2019</b> To hold a discussion on the concept of issuing staff with 'pledge' cards highlighting key elements of the Quality Strategy at a future Trust Board thinking day to assess the impact for such an initiative to improve staff engagement.	Chairman	Future TBTD <del>TB 6.6.19</del> TB 4.7.19	A comprehensive communications plan is in hand to launch the Quality Strategy across the Trust in June 2019 – mentioned in the Chief Executive's monthly update report to the June Trust Board.	4
15	87/19/3	<b>East Midlands Clinical Research Network Quarterly Update</b> To include UHL Accounts Payable performance within future iterations of the EMCRN reports, noting that the Host Trust had a duty to pay all supplier and partner invoices within 30 days.	CD, CRN	TB 4.7.19	Complete – included in the July 2019 report.	5
<b>7 March 2019</b>						
16	62/19/3	<b>Chief Executive's Monthly Report – March 2019</b> To re-visit the Quality and Performance Dashboard (provided at appendix 1) as part of the UHL Quality Strategy and present a refreshed Quality Dashboard to the Trust Board upon completion.	CEO	TB <del>6.6.19</del> 1.8.19	Included in work to revamp the Quality and Performance report. Will be included with effect from the August 2019 report.	4

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17	62/19/4	<b>Leicestershire Academic Health Partnership (LAHP)</b> To arrange an appropriate ceremony for the formal signing of the LAHP Memorandum of Understanding.	<b>DR&amp;I</b>	May 2019	In progress.	<b>4</b>
18	63/19/5.3	<b>Financial Performance Month 10</b> To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	<b>CFO</b>	TB 4.4.19 6.6.19	To be implemented following finalisation of 2019/20 plans across LLR.	<b>4</b>
<b>7 February 2019</b>						
19	40/19	<b>Chairman's Monthly Update – February 2019</b> To consider developing a programme of Board to Board engagement to support the development of the LLR system-wide long term plan (to include Local Authorities and key stakeholders eg Healthwatch).	<b>Chairman</b>	TB 7.3.19	Under discussion with fellow LLR Chairs.	<b>4</b>
<b>10 January 2019</b>						
20	7/19/2	<b>Oral and Maxillo-Facial Surgery Services</b> To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	<b>MD</b>	May 2019 <del>June 2019</del> (provisional date) TB 4.7.19	<del>Will be reported when available (provisionally estimated as May 2019). Provisionally rescheduled for June 2019, pending receipt of the external review report.</del> <del>Rescheduled for July 2019 – the external review report has been received and the Trust is contacting and meeting the affected patients in the first instance.</del> At the 6 June 2019 Trust Board meeting, the Medical Director advised that a general update on the OMFS Service would be provided to the July 2019 Trust Board meeting.	<b>4</b>

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