

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 May 2019

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
2 May 2019						
1	95/19	Matters Arising To liaise with the relevant lead officers to progress any actions RAG-rated as '4' and to secure firm timescales for their completion.	DCLA	TB 6.6.19	Actioned	5
2	96/19/1	Staff Story BAME Voice Network Further discussion to be held on the BAME pay gap at the next Equality and Diversity Board.	DPOD	Next E&D Board meeting	This is included on the agenda for the meeting scheduled to take place on Monday 17 June 2019.	5
3	96/19/1	To invite Non-Executive Directors to participate in the Reverse Mentoring Programme as 'mentees'.	DPOD	Immediate	Complete – discussions between Chair and NEDs as part of NED appraisal process. Joining instructions sent out to all NEDs on 30 May 2019.	5
4	96/19/1	To escalate any instances where appropriate time was not being granted to staff to attend BAME events.	DPOD	Immediate	We will continue to closely monitor this and escalate to Chief Executive and Director of People and Organisational Development accordingly.	5
5	96/19/1	To raise awareness of opportunities to become Quality Strategy Improvement Agents amongst BAME Voice Network members.	BAME Voice Chair	Immediate	Complete.	5
6	96/19/4	Revised PPI Strategy To approve the draft PPI Strategy in principle, subject to the final version being presented to the June 2019 Trust Board reflecting the changes agreed at the 2 May 2019 Trust Board.	DSC	TB 6.6.19	Complete – final version of the PPI Strategy features on the 6 June 2019 Trust Board agenda.	5
7	96/19/4	Further discussion on the arrangements for interaction between the CMGs and Patient Partners to be held at the Trust Board thinking day session on 9 May 2019.	DSC	TBTD 9.5.19	Complete.	5
8	96/19/5	Safer Staffing Report – Nurse Acuity Review 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
9	97/19/1	Integrated Risk and Assurance Report The Audit Committee Chair be requested to meet with the Risk and Assurance Manager to review the content of the 2019/20 BAF.	AC Chair	Prior to TB 6.6.19	Actioned – meeting held.	5

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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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10	97/19/2	NHS Provider Licence Self-Assessment To arrange for the Self-Assessment Declarations to be signed by Chairman and the Chief Executive and published on the external website by the end of May 2019.	DCLA	31.5.19	Actioned.	5
11	99/19	Questions from the public 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

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
4 April 2019						
12	86/19/2	Chairman's Monthly Report – April 2019 To liaise with the Chief Executive to consider whether the existing governance process (quarterly Executive Workforce Board and monthly People, Process and Performance Committee) was sufficient to encompass the range of issues affecting NHS workforce shortages (eg Brexit, quality of staff accommodation, child care provision, recruitment, retention and development of new roles).	DPOD	TB 2.5.19	In progress and discussions are taking place within the Executive Team. Actioned – it has been agreed to establish a new Executive People and Culture Board which will meet bi-monthly from June 2019 onwards, replacing the Executive Workforce Board which met quarterly.	5
13	86/19/3	Chief Executive's Monthly Report – April 2019 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 TB 6.6.19 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
14	87/19/3	East Midlands Clinical Research Network Quarterly Update 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	In progress.	4

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Trust Board paper B

15	88/19/4.3	PPPC 28.3.19 – public summary To undertake a review of UHL's performance in respect of each of the equality and diversity protected characteristics, noting the good work that was taking place with UHL's differently able voice staff support network.	DPOD	Immediate	Scheduled on the agenda for the Equality and Diversity Board meeting in June 2019 – to discuss and agree the wider work programme. This meeting is scheduled to take place Monday 17 June 2019.	5
7 March 2019						
16	62/19/3	Chief Executive's Monthly Report – March 2019 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 6.6.19	Included in Quality Strategy Implementation Plan.	4
17	62/19/4	Leicestershire Academic Health Partnership (LAHP) To arrange an appropriate ceremony for the formal signing of the LAHP Memorandum of Understanding.	DR&I	May 2019	In progress.	4
18	63/19/5.3	Financial Performance Month 10 To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	CFO	TB 4.4.19 6.6.19	To be implemented following finalisation of 2019/20 plans across LLR.	4
7 February 2019						
19	40/19	Chairman's Monthly Update – February 2019 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).	Chairman	TB 7.3.19	Under discussion with fellow LLR Chairs.	4
20	48/19	Questions from the press and public To provide an indicative timeline for the ICU Business Case on the Trust's external website (to increase transparency).	DSC/ CFO	Immediate	In progress. Complete.	5
10 January 2019						
21	7/19/2	Oral and Maxillo-Facial Surgery Services To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	MD	May 2019 June 2019 (provisional date) TB 4.7.19	Will be reported when available (provisionally estimated as May 2019). Provisionally rescheduled for June 2019, pending receipt of the external review report. 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.	4
1 November 2018						

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22	314/18	Questions from the press and public To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	DSC/ DDCE	Once available	Will be actioned once work finalised. Completed as part of the revised PPI Strategy which features on the June 2019 Trust Board agenda.	5
6 September 2018						
23	252/18	LLR STP and UHL reconfiguration To consider how best to inform and empower UHL staff to act as ambassadors for the Trust's reconfiguration programme.	DSC	Immediate	Work in progress. Complete – this will be picked up as part of the Becoming the Best communications and engagement strategy.	5

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