

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>5 November 2020</b>						
1a	235/20	<b>Matters arising item 1 – Board to Board meeting on 12.11.12</b> To stand down Executive Director attendance at the above virtual meeting in light of operational pressures.	<b>DCLA</b>	12.11.20	Complete – a reduced informal discussion took place on 12.11.20 involving the Chairman and Non-Executive Directors only.	<b>5</b>
1b	235/20	<b>Matters arising item 3b – UHL Covid-19 Post Peak Learning</b> To consider inviting representation from Healthwatch at a future informal Trust Board discussion on the strategic review of lessons learned from the first peak of Covid-19.	<b>Chairman</b>	Future TB informal discussion	Invitation will be extended if and when an informal Board discussion on this topic is arranged (subject to availability of the Executive Directors responding to current Covid-19 pressures).	<b>5</b>
2a	236/20/1	<b>Staff Story – Apprenticeship Trainee Practitioner</b> To capture this and other staff stories from UHL (and from the local health economy) and publicise them in order to:- <ul style="list-style-type: none"> <li>• raise awareness of the NHS as a good local employer, and</li> <li>• strengthen the linkages with the Social Values Programme.</li> </ul>	<b>DSC</b>	Ongoing basis	Communications team and apprenticeship lead connected and working up.	<b>5</b>
2b	236/20/1	To respond to a question raised by Mr M Traynor, Non-Executive Director in the on-line meeting comments to advise whether UHL was taking any new apprentices through the “Kickstart” programme.	<b>CPO</b>	Immediate	Not at this point.	<b>5</b>
3	236/20/2	<b>Brain Injury Unit – Blue Ward Accreditation</b> To contact Sister J Freer (outside the meeting) to seek her input in the arrangements for launching the Compassionate Leadership Programme.	<b>CPO</b>	Immediate	Sister Freer being contacted by the team developing the programme when appropriate.	<b>5</b>
4	236/20/3	<b>Chairman’s monthly report – November 2020</b> To consider scheduling a future informal Trust Board discussion on the subject of environmental sustainability.	<b>Chairman</b>	Future TB informal discussion	Timetabling of such an informal Board discussion will be considered once these sessions resume (subject to availability of the Executive Directors responding to current Covid-19 pressures).	<b>5</b>
5	236/20/4	<b>Acting Chief Executive’s monthly report – November 2020</b> To circulate a briefing note to Trust Board members if any particular issues or concerns arise in relation to Britain’s exit from the European Union.	<b>ACE</b>	If required	Will be actioned accordingly if and when necessary.	<b>5</b>

\* 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.

<b>RAG Status Key:</b>	<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
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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6	236/20/5	<b>NHS People Plan and UHL People Strategy</b> To arrange for the People, Process and Performance Committee to monitor progress of the UHL People Strategy delivery programme on a regular basis (eg every six months).	<b>CPO/ PPPC Chair</b>	PPPC 6 monthly basis (starting in May 2021)	Complete.	<b>5</b>
7a	236/20.2.2	<b>People Process and Performance Committee Summary – 29.10.20</b> To approve the refreshed UHL People Strategy document (as presented to the PPPC meeting on 29.10.20), noting that the original document was originally approved by the Trust Board in 2019.	<b>CPO</b>	Immediate	Complete.	<b>5</b>
7b	236/20.2.2	To approve the Equality, Diversity and Inclusion Strategic Plan (as hyperlinked within the PPPC summary).	<b>CPO</b>	Immediate	Complete.	<b>5</b>
<b>Outstanding matters arising from Trust Board meetings held prior to 5 November 2020</b>						
		None to report.				

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