

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 6 February 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6 February 2020						
1	38/20/1	Staff Story – Freedom to Speak Up To ensure that the Trust-wide communications process sharing the importance of not using a syringe for drawing bloods be completed before the end of February 2020.	F2SUG/ DSR	End of February 2020	The F2SU Guardian will work with the CMG to implement this Trust-wide Communication by Friday 6 March 2020.	4
2	38/20/1	To arrange for an additional 'Hello my name is ... ' poster campaign to be undertaken to increase staff awareness of UHL's Freedom to Speak Up Guardian and the process for raising concerns.	DSC	Immediate	Work is in progress to create additional posters. This will be supplemented by wider communications activities including an all staff email, INsite update and promo boxes.	4
3	38/20/4	Nursing Establishment Review – National Quality Board To arrange for the 13 February 2020 Trust Board thinking day presentation on the Nursing Workforce to focus on recruitment, development and retention and the comparative costs of bank and agency nurse staffing.	CN	TBTD 13.2.20	Complete.	5
4	39/20/1	Integrated Risk Report and 2019/20 Board Assurance Framework To liaise with PwC to ascertain whether any pre-reading material would be circulated in advance of the 12 March 2020 Trust Board thinking day.	DCLA	TBTD 12.3.20	In hand.	4
5a	39/20/2.1	Audit Committee Summary 24.1.20 The proposed removal of the <i>de minimis</i> policy for system generated accruals and the reduction in <i>de minimis</i> from £15k to £5k for manual accruals [as set out in point (c) above] be approved for adoption	ICFO	Immediate	Complete.	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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5b	39/20/2.1	To consider whether it was sufficient to cross-refer the issues relating to Emergency Department checklists and Principal Risk 5 (barriers to recruitment and resources to deliver the People Strategy) to QOC and PPC (respectively) or whether more immediate transformational actions were required.	AC Chair	Immediate	Immediate action has been taken to strengthen the approach to Emergency Department safety checklists, as reported at EQB and QOC in February 2020. In respect of Principal Risk 5, the Board was briefed at its February 2020 Thinking Day on the Trust's continuing efforts in respect of international recruitment; and the PPC has reviewed this component of the BAF at its meeting on 27.2.20 – the summary of that meeting features elsewhere on this public Board agenda.	5
6	39/20/2.4	FIC Summary and Month 9 Financial Performance To present recommendations for a year-end agreement with Specialised Commissioners to the Financial Management Board on 11 February 2020.	ICFO	FMB 11.2.20	Complete.	5
9 January 2020						
7	5/20/4	NHS Midlands Pledge to Reducing Plastic Waste The Trust Chairman to discuss with his peers at other LLR healthcare organisations whether they would be interested in becoming the Midlands Chair/Chief Executive Sponsor to assist NHS Midlands in championing the Sustainability agenda.	Trust Chairman	Immediate	Potential candidates to express their interest direct to NHS Midlands.	5
8	5/20/4	To consider the arrangements for positioning the Sustainability agenda within UHL's Strategic Priorities when these were next refreshed. The Trust Chairman noted this as a potential theme for a future Trust Board thinking day discussion.	CEO/ Trust Chairman/ DCLA	Date to be advised	Under consideration.	4
9	6/20/1	CRN East Midlands Quarterly Board Report To liaise with Professor A Thomas regarding the timescale for the proposed HOPE unit expansion and the positive impact that this would be likely to have on the forecasting of commercial study activity in the area of Oncology.	CRN Clinical Director	Immediate	Complete – the CRN Clinical Director is fully briefed on the arrangements for the HOPE unit expansion.	5
5 December 2019						
10	236/19/4	IM&T Strategy To approve the IM&T Strategy for 2019 – 2022 for implementation.	ACIO	Immediate	Strategy was presented at LLR IM&T Strategy board on 12.12.19. Feedback is being taken into account and a final version is proposed to be presented along with high level plans via the PPC in early 2020.	4

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11	236/19/4	To liaise with Healthwatch and other key stakeholders to establish appropriate links for patient and public engagement within the eHospital programme.	ACIO	Immediate	Initial engagement session with patient partners completed on 27.11.19. Liaison with Healthwatch is included in the eHospital programme. PPI plans to progress in Q4 19/20. Discussed at Trust Board on 9.1.20 – the Acting Chief Information Officer agreed to re-RAG rate this action as '4' because the meeting with Healthwatch had not yet taken place. Update as at 13.1.20: this meeting has been scheduled for 4.3.20.	4
7 November 2019						
12	219/19/3	Chief Executive's Monthly Report – November 2019 To share with the Chief Operating Officer some information on the 'day in the life' techniques (outside the meeting).	AJ, NED	Immediate	In progress.	4
3 October 2019						
13	195/19/3	Chief Executive's monthly report October 2019 To undertake a review of the format and content of the quality and performance dashboard in six months' time to ensure that it was providing the Trust Board with the required information.	CE	TB 2.4.20	To be progressed.	4
14	195/19/3	To present a high level overarching report on the proposed arrangements for delivering UHL's Reconfiguration Programme to the 7 November 2019 Trust Board meeting.	CE/ Trust Chairman/ DCLA	TB 7.11.19 5.12.19 6.2.20 5.3.20 TBTD 23.4.20	Scoping work in progress and agreed with the Chairman to submit a report to the December 2019 Board meeting. An overview update will be included in the December 2019 CEO report, with more detailed consideration at December Trust Board thinking day. Update – preliminary proposals discussed at the December 2019 Trust Board thinking day (TBTD). Further discussion at the January 2020 TBTD. Update – Chairman has requested that final proposals be brought to April TBTD rather than March Board. Pending approval of the structure, the Executive Strategy Board has been split into two, with one part dedicated to the Reconfiguration programme, so as to ensure sufficient oversight of preliminary tasks.	4

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