

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 July 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
2 July 2020						
1.	121/20	Matters Arising report To undertake a review of the Trust Board matters arising log (outside the meeting) with a view to reducing the number of outstanding items.	CHAIRMAN/DCLA	TB 6.8.20	Actioned.	5
2.	122/20/1	Chairman's monthly report – July 2020 To liaise with the Acting Chief Executive and the Director of Corporate and Legal Affairs to develop initial proposals for future revisions to Trust Board and Board Committee governance arrangements.	CHAIRMAN	TB 3.9.20	In progress and report provisionally scheduled for September 2020 Trust Board meeting.	4
3.	122/20/2	Acting Chief Executive's monthly report – July 2020 To present a report on Winter Planning for 2020/21 to the Trust Board meeting in September 2020.	ACOO	TB 3.9.20 TB 1.10.20	An update on Winter Planning was provided to PPPC on 30.7.20. Provisionally scheduled for informal Trust Board discussion in September with a formal report to the 1.10.20 Trust Board.	4
4.	122/20/3	Revised Trust Priorities 2019 – 2022 To review and nuance the proposed wording of the Supporting Priorities to ensure that they were suitable (and capable of being readily understood) by a wider range of audiences.	DSC	Immediate	Complete.	5
4a.	122/20/3	Subject to the final review of the wording for the Supporting Priorities, the Trust Priorities for 2019 – 2022 be approved.	DSC	Immediate	Complete.	5
5.	122/20/4	Nurse Establishment Review (National Quality Board) To consider including additional information on nursing workforce trends and key areas of movement within future iterations of the Nurse Establishment Review report.	CN	6 months (TB Jan 2021)	Will be taken into account in preparing future nurse establishment review reports.	5
6.	123/20/1	East Midlands Clinical Research Network – 2019/20 Annual Report To arrange for a key to be included in future iterations of the above report to define each of the High Level Outcome (HLO) against which performance was being measured.	CD, EMCRN	12 months (TB July 2021)	This has been noted and future reports will include sufficient detail around the HLO definitions and associated terminology. The 2019/20 Annual Report was required to be completed in an abbreviated format due to COVID so some of the usual detail may have been omitted.	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*
7.	123/20/3.1	Summary of the 25.6.20 QOC assurance call To approve the UHL Quality Account 2019/20 and the Fire Safety Annual Report for 2019/20.	MD	Immediate	Complete – approved by the Trust Board on 2.7.20.	5
8.	123/20/3.2	Summary of the 25.6.20 PPPC assurance call To approve the Guardian of Safe Working report and the IM&T Strategy for 2019-22.	DPOD/ CIO	Immediate	Complete – approved by the Trust Board on 2.7.20.	5
9.	124/20/1	CFC Minutes 24.6.20 To circulate copies of the Leicester Hospitals Charity Annual Plan for 2020/21 to Trust Board members outside the meeting.	CCSO	Immediate	Complete.	5
9a.	124/20/1	To approve the Leicester Hospitals Charity Annual Plan for 2020/21 (subject to any comments being sent to the Director of Corporate and Legal Affairs by 16.7.20).	DLHC	17.7.20	Complete.	5
9b.	124/20/1	To present a report on benchmarking between Leicester Hospitals Charity and other NHS Charities and wider good practice to a future CFC meeting.	DLHC	CFC Feb 2021	The benchmarking information will be presented at the February 2021 CFC for discussion as part of the next annual plan.	5
10.	125/20	Questions and Comments from the press and public To consider scheduling a report on the final System Approach to Recovery on the agenda for a future public Trust Board meeting.	DSC	TB 3.9.20	The System Approach will be the subject of engagement with partner Boards, governing bodies, stakeholders and the public, ahead of a final version being recommended for formal approval to UHL and partner Boards in due course.	5
11.	132/20/2	Any Other Business – National Cancer Patient Experience Survey 2019 To present a summary of feedback from the National Cancer Patient Experience Survey to future meetings of EQB and PPPC.	CN	EQB 10.8.20 & PPPC 27.8.20	Scheduled accordingly.	4
11a.	132/20/3	Any Other Business – Shanghai Global Ranking of Universities for Clinical Medicine To circulate an electronic link to the Shanghai global rankings to Trust Board members for information.	PB, NED	Immediate	Complete.	5
11b.	132/20/3	To arrange for a media statement to be published on behalf of the Trust highlighting the University of Leicester's significant	DSC	Immediate	Complete.	5

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		achievement in the Shanghai global rankings.				
4 June 2020						
12.	106/20/1	Chairman's Monthly Report – June 2020 To consider inviting the Leicester and Leicestershire Healthwatch Chair to participate in the relevant section of a future informal Trust Board discussion session on BAME-related issues.	CHAIRMAN/DCLA	Future informal TB discussion	In hand – provisionally scheduled for 14.8.20.	4
26 March 2020						
13.	72/20/4	Gender pay report 2019/20 To discuss the detail of the report at PPPC, with a future update to the Trust Board in 6 months' time re: any issues and progress (noting the need for any metrics to be appropriately nuanced).	DPOD	Future PPPC TB 1.10.20	In progress and on track to report in October 2020.	4
5 March 2020						
14.	55/20/2	Chairman's report – March 2020 To consider inviting a speaker from Coventry to attend a future Trust Board thinking day on the theme of addressing health inequalities from an Acute health provider perspective.	Chairman/DCLA	TBA	In hand. Update 29.4.20 – deferred in the light of the COVID-19 outbreak. Update 31.7.20 – health inequalities now to be the subject of discussion at the informal Board session on 14.8.20.	5
7 November 2019						
15.	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	To be the subject of discussion as necessary outwith the Trust Board.	5
3 October 2019						
16.	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	The dashboard has been developed to include icons showing special cause or common cause variation and will continue to be kept under review and developed further as necessary in line with the 'Making Data Count' NHSE/I good practice guidance.	5
16a	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/	TB 7.11.19 5.12.19	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	5

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			DCLA	6.2.20 5.3.20 TBTD 23.4.20	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. Update: Trust Board thinking days temporarily stood down in light of the Covid-19 outbreak. Update 31.7.20 – reports on the Reconfiguration Programme will continue to be submitted to the Trust Board.	

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