

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 9 January 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9 January 2020						
1	5/20/1	Patient Story To implement a programme of 6-monthly reviews for the Quality and Outcomes Committee to reflect upon the learning arising from Trust Board patient stories and to monitor progress of the actions being taken to respond to such feedback.	CN/MD	QOC dates to be advised	Complete – reports are being scheduled for consideration by QOC.	5
2	5/20/2	Chairman's monthly report – January 2020 To contact the Trust Chairman or the Director of Corporate and Legal Affairs with any suggested themes for Trust Board thinking day discussions in 2020.	All TB members	13.1.20	Presumed to be complete – no further tracking to take place via the Trust Board matters arising log.	5
3	5/20/3	Chief Executive's monthly report – January 2020 To liaise with System colleagues to explore arrangements for embedding Healthwatch engagement within the System-wide review/redesign of LLR Urgent and Emergency Care service provision.	CEO	Date to be advised	Actioned 15.1.20.	5
4	5/20/3	To develop some proposed modelling of the actions (and expected outcomes) that would be required to transform UHL's performance against the 4-hour ED target. To present the outputs to either the People, Process and Performance Committee or the Trust Board thinking day in January 2020 (as deemed appropriate following discussion between the Chairman and the PPPC Chair).	COO	PPPC or TBTD in January 2020	A report was presented to PPPC on 30.1.20 and further progress of this workstream will be monitored by PPPC.	5
5	5/20/3	To continue to monitor the action plan to improve cancer performance metrics through the joint meeting between the People, Process and Performance Committee and the Quality and Outcomes Committee.	PPPC and QOC Chairs	Ongoing	Reports scheduled accordingly for the joint PPPC/QOC meetings.	5
6	5/20/3	To consider the arrangements for sighting all Trust Board members to the themes arising from the Leadership Walkabouts conducted after each Trust Board and Trust Board thinking day (noting that regular summary reports were already provided to the Quality and Outcomes Committee).	CEO	Immediate	The summary of feedback from the Leadership Walkabouts that is regularly presented to QOC will be shared with Trust Board members.	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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Trust Board paper B

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7	5/20/3	To liaise with the Director of Corporate and Legal Affairs to establish when the Principal Risks contained in the Board Assurance Framework were next due to be reviewed at a Trust Board thinking day.	CEO/ DCLA	Immediate	The review is timetabled for the Trust Board thinking day on 12 March 2020.	5
8	5/20/3	To contact the Director of Safety and Risk to provide assurance that alternative arrangements were made for the relevant lead Executive Directors to progress the issues contained in the Integrated Risk Report which was not considered at the 27.8.19 Executive Quality and Performance Board meeting. This meeting had been truncated due to the Trust being on OPEL 4 alert.	COO	Immediate	The Integrated Risk Report was not considered at the EPB meeting on 27.8.19 due to the shortened duration of that meeting. Alternative arrangements were put in place for all of the deferred items to be reviewed and progressed by the relevant Executive Director leads (outside the meeting).	5
9	5/20/4	NHS Midlands Pledge to Reducing Plastic Waste To approve the recommendation for UHL to sign up to the NHS Midlands pledge to reducing plastic waste and to note that UHL's Senior Responsible Officer would be the Director of Estates and Facilities.	DEF	Immediate	Complete – the Trust has signed the Pledge to Reduce Plastic Waste.	5
10	5/20/4	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	In hand.	4
11	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
12	6/20/1	CRN East Midlands Quarterly Board Report To consider scheduling a Trust Board thinking day discussion on the strategy and vision relating to Clinical Research Networks, Research and Innovation and Multi-professional Education and Training over the next 5 years.	Trust Chairman/ DCLA	Date to be advised	Will be timetabled for discussion at a Trust Board thinking day in 2020/21.	5
13	6/20/1	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	In progress.	4

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14	6/20/4.1	QOC summary – 19.12.19 All Trust Board members to note the importance of returning the feedback forms following Leadership Walkabouts to ensure that the outputs were captured in the thematic reviews presented to QOC.	All TB members	Immediate	Presumed to be complete – no further tracking to take place via the Trust Board matters arising log.	5
15	6/20/4.2	PPPC summary – 19.12.19 To approve the Junior Doctors Guardian of Safe Working quarterly update.	DPOD	Immediate	Approved.	5
16	6/20/4.3	Month 8 – Financial Performance To consider re-instating the previous narrative surrounding the 2018/19 External Audit adjustments within the key risks and mitigations section of the monthly financial performance report.	ICFO	FIC 30.1.20 & TB 6.2.20	External Audit considerations re-introduced into the monthly finance update report to the Finance and Investment Committee with effect from 30.1.20.	5
17	7/20/1	CFC Minutes 5.12.19 To provide Mr M Traynor, Non-Executive Director with a copy of the legal advice obtained in relation to Application 7414 together with a note of how much this advice had cost.	DLHC/ DCLA	Immediate	The Director of Leicester Hospitals Charity has advised that no legal advice was sought in this respect.	5
18	7/20/1	To approve (as Corporate Trustee) Application 7410 as set out in the recommendation contained in Minute 55/19, noting that this was above the threshold for CFC approval.	DLHC/ DSC	Immediate	Complete.	5
19	9/20	Questions from the Press and Public To contact Mr D Gorrod (outside the meeting) to explore the issues that he had raised in relation to diagnostics performance.	COO	Immediate	A call has been arranged for 20.2.20	5
20	9/20	To continue to monitor and drive reductions in diagnostic reporting delays, through the monthly CSI Performance Review Meetings, noting that the timescale for reporting of routine MRI scans currently stood at 4 weeks, but priority was given to patients referred on a 2 week wait pathway.	COO	Monthly PRMs	Complete – this is now in place.	5
5 December 2019						
21	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 PPPC in early 2020.	4

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22	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						
23	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						
24	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
25	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	TB 7.11.19 5.12.19 6.2.20 5.3.20	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 to take place at the January 2020 TBTD, with a formal report to follow to the February March 2020 meeting of the Trust Board following further consideration of the proposed arrangements by the Chairman and members of the Trust Board – a draft report is in the course of preparation and this will form the basis of further consultation with members of the Board.	4

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