

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 26 March 2020

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
26 March 2020						
1.	72/20/2.1	Covid-19 presentation To ensure that the weekly Covid-19 risk report to Executive Boards is appropriately linked to a Principal Risk on the Board Assurance Framework, and that related weekly/daily actions are appropriately described.	EDs	Immediate	Actioned.	5
1a	72/20/2.1	To make appropriate contact with the UHL Health and Wellbeing Group, to coordinate the distribution of Covid-19 related donations being received by Leicester Hospitals Charity.	DSC	Immediate	Actioned.	5
1b	72/20/3	2019/20 month 11 finance report To include the following information in the month 12 finance report for Trust Board: (i) an assessment of likely deliverability of the 2019/20 capital programme, and (ii) clarity on the in-month financial performance (as separate from the wider in-year issues).	ICFO	For month 12 finance report to TB 7.5.20	Included within the Month 12 Financial Performance Report.	5
2.	72/20/4	Gender pay report 2019/20 To endorse the report for publication, as presented.	DPOD	Immediate	Actioned at the 26.3.20 Trust Board.	5
2a	72/20/4	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.	4
3.	72/20/5	Junior Doctors' Contract – Guardian of Safe Working quarterly report To endorse the report as presented.	DPOD	Immediate	Actioned at the 26.3.20 Trust Board.	5
4.	73/20/1.1	Audit Committee – summary of 6.3.20 meeting Once in the Covid-19 recovery period, to review the impact of Covid-19 on risk assessment and management and reshape the BAF if required.	DCLA/EDs	during/after Covid-19 recovery phase	Will be taken into account as part of part of the restoration and recovery phase.	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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 March 2020						
5.	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.	4
6.	55/20/3	Chief Executive's report – March 2020 The Chief Operating Officer to:- (i) provide a briefing on changes to operational planning process for 2020/21 re additional capacity wards and the enhanced medical model at the Trust Board thinking day on 12 March 2020; (ii) share business continuity plans with Trust Board members, once the COVID-19 modelling work had been completed, and (iii) arrange for post COVID-19 recovery plans to be considered at an early stage in preparation for the recovery phase.	COO	Immediate	Action (i) – delayed until a later Trust Board Thinking Day due to COVID-19 planning superseding this.	4
					Action (ii) – complete.	5
					Action (iii) – complete.	5
6a	55/20/3	To explore the scope to hold a celebration event to recognise the efforts of staff which had contributed to UHL's 'good' CQC rating;	CN/MD	3 months	Under consideration. Update provided on 26.3.20 by the Medical Director: advised that this will be pursued as part of a wider staff thankyou event after the current Covid-19 outbreak. The action will not be tracked through this log.	5
6b	55/20/3	To explore the governance requirements surrounding virtual and on-line meetings as a potential alternative to public Board meetings during the COVID-19 outbreak.	DCLA	Immediate	Actioned – virtual/on-line meetings implemented.	5
6c	55/20/3	To accelerate the timescales associated with technological solutions for on-line meetings and expanded use of home-working.	CIO	Immediate	In hand. Actioned as part of the Covid-19 outbreak.	5
9 January 2020						
7.	5/20/4	NHS Midlands Pledge to Reducing Plastic Waste 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 as part of the review of the Trust's Priorities.	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 December 2019						
8.	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
8a	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						
9.	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						
10.	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. Update 29.4.20 – deferred in the light of the COVID-19 outbreak.	4

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
	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. Update: Trust Board thinking days temporarily stood down in light of the Covid-19 outbreak	4

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