

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 4 February 2021

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 February 2021						
1	38/21	Public Trust Board Minutes 7.1.21 To amend Minute 5/21/4 item (c) to clarify that the 'drop in' sessions were open to all maternity and neonatal staff.	CCSO	Immediate	Complete.	5
2	40/21/1	Staff Story – LGBTQ+ Update To consider scheduling a separate session for Trust Board members to engage in the Rainbow Badge campaign and sign-up to the Rainbow Badge Pledge (if appropriate).	CPO	3 months	In progress.	4
3a	40/21/2	Chairman's Monthly Report – February 2021 To contact Trust Board members (outside the meeting) to confirm the arrangements for the introductory session of UHL's Board Development Programme on 11 February 2021.	DCLA	Immediate	Complete.	5
3b	40/21/2	To ratify the proposal to appoint Col (Ret'd) I Crowe, Non-Executive Director and Mr B Patel, Non-Executive Director as members of the Finance and Investment Committee.	DCLA	Immediate	Complete – this proposal was ratified by the Trust Board on 4.2.21.	5
4a	41/21/2.1	Public Audit Committee Minutes – 27.1.21 To formally and publicly recognise that the Trust was in breach of its statutory responsibilities as it had not produced a set of Accounts for 2019/20, nor approved an Annual Report, or Annual Governance Statement, nor held an Annual Public Meeting in accordance with statutory deadlines.	AC Chair	Immediate	Complete.	5
4b	41/21/2.1	To receive and accept the External Auditor's Statutory Recommendations and the Trust's response to these Statutory Recommendations, as recommended by the Audit Committee and as appended to the public Trust Board paper G1.	AC Chair	Immediate	Complete.	5
5	41/21/2.4	Public Finance and Investment Committee Summary – 28.1.21 To endorse all decision and recommendations arising from the inquorate FIC meeting held on 28.1.21.	FIC Chair	Immediate	Complete.	5
7 January 2021						

* 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.

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*
6a	5/21/1	<i>Time Critical Telephone Conversations Education Programme</i> To explore opportunities to seek feedback from bereaved families regarding the quality of time critical conversations led by staff who had completed this training.	F Davies/ S Edwards	Urgent	In progress. Progress of this action is being monitored and tracked through the PIPEAC work plan (which is overseen by the Chief Nurse).	5
6b	5/21/1	To consider expanding the education package to incorporate some training scenarios from a wider range cultures and communities (including the role of interpretation and translation services and appropriate guidance on the process for urgent release of the deceased's body for religious reasons).	F Davies/ S Edwards	Urgent	In progress. Progress of this action is being monitored and tracked through the PIPEAC work plan (which is overseen by the Chief Nurse).	5
Outstanding matters arising from Trust Board meetings held prior to 3 December 2020						
		None to report.				

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