

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 7 January 2021**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>7 January 2021</b>						
1a	5/21/1	<b>Time Critical Telephone Conversations Education Programme</b> 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.	4
1b	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.	4
1c	5/21/1	To liaise with Ms H Kotecha, Leicester and Leicestershire Healthwatch Chair in response to her offer of support re: actions 1a and 1b above.	F Davies/ S Edwards	Immediate	Complete.	5
1d	5/21/1	To contact Ms H Wyton, Chief People Officer to explore ways in which Ms A Onyemah, UHL's Head of Equality, Diversity and Inclusion could provide support with action 1b above.	F Davies/ S Edwards	Immediate	Complete.	5
2	5/21/4	<b>Safer Maternity Care Report</b> To approve the self-assessment and assurance framework (appendix 6 to paper F refers) for submission to NHSE/I by 15 January 2021.	CN	Immediate	Complete – approved by the Trust Board on 7 January 2021.	5
3	6/21/1.2	<b>People Process and Performance Committee Summary – 17 December 2020</b> To approve the Junior Doctors Guardian of Safe Working report (as hyperlinked within paper G2).	CPO	Immediate	Complete – approved by the Trust Board on 7 January 2021.	5
<b>3 December 2020</b>						
4	272/20/1.1	<b>Audit Committee Minutes – 16.11.20</b> To liaise with the Executive Team to restructure the 2020/21 Internal Audit Plan to ensure appropriate use of these valued resources (either by scheduling additional Internal Audit reviews or by bringing forward some of the reviews planned for 2021/22).	CFO	<del>AG-8.1.24</del> AC 27.1.21	The Internal Audit Plan is scheduled on the agenda for the next Audit Committee meeting on 27 January 2021.	5

\* 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.

<b>RAG Status Key:</b>	<b>5</b> Complete	<b>4</b> On Track	<b>3</b> Some Delay – expected to be completed as planned	<b>2</b> Significant Delay – unlikely to be completed as planned	<b>1</b> Not yet commenced
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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5	272/20/1.5	<b>2020/21 Month 7 Financial Position</b> To brief the Trust Board on the updated view of the 2020/21 forecast outturn on the basis of the Month 8 financial reporting.	<b>CFO</b>	TB 7.1.21	Complete – briefing provided to the Trust Board on 7 January 2020.	<b>5</b>
<b>Outstanding matters arising from Trust Board meetings held prior to 3 December 2020</b>						
		None to report.				

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<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
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