

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 November 2021						
1a	274/21/3	Integrated Performance Report To review the monitoring arrangements for those hospital cancellations which took place prior to the day of surgery (recognising the scrutiny already in place for on the day cancellations) and consider whether the Trust Board was sufficiently sighted on this issue at a future meeting of the Quality Committee.	DCOO/ QC NED CHAIR <i>P Vaughan/ V Bailey</i>	Future QC meeting	Cancellations for the long waiter cohort before day of booking and TCI rebooks will be monitored as part of the TCI (to come in) forecast 104+ performance management report. Pre-emptive cancellations relating to bed escalations are monitored by individual CMGs. Ms P Vaughan and Ms F Lennon, Deputy COOs to collate available intelligence and report to a future meeting of the Executive Quality Board.	4
1b	274/21/3	To establish a new Board-level Committee to oversee and monitor the Trust's Operational Performance.	CEO/ IDCLA <i>R Mitchell/ G George</i>	Immediate	Complete – the inaugural meeting was held on 26.1.22 and a summary of the key issues features on the Trust Board agenda for 3.2.22.	5
2	274/21/3	Quality Committee summary 30.9.21 To approve the recommendation to derogate from NHSE/I Guidance in respect of social distancing in the Children's Hospital, to allow an additional 9 beds to be reopened when the Paediatrics Service was operating at OPEL levels 3 or 4 (subject to minimum staffing levels being achieved and the additional mitigation measures being put in place).	DCN <i>N Green</i>	Immediate	Complete – approved by the Trust Board on 4.11.21.	5
3	275/21/4	Fire Safety Annual Report 2020/21 To approve the Fire Safety Annual Report (summarised in paper K and published in full on the external website) and authorise the signing of the Annual Fire Statement for 2020/21.	DEF <i>D Kerr</i>	Immediate	Complete – approved by the Trust Board on 4.11.21.	5
4	277/21/1	Gender Pay Reporting To approve the Gender Pay Report for publication on the Trust's external website and the relevant Government website.	DCPO <i>J Tyler- Fantom</i>	Immediate	Complete – approved by the Trust Board on 4.11.21.	5
5	277/21/1	Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES) To approve the WRES and WDES submissions for uploading onto the relevant NHSE/I portals.	DCPO <i>J Tyler- Fantom</i>	Immediate	Complete – approved by the Trust Board on 4.11.21.	5
6	277/21/2	Guardian of Safe Working Quarterly Report	DCPO	TB 3.2.22	The quarterly Guardian of Safe Working reports are	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*
		To present a stand-alone report on the Junior Doctors Contract Guardian of Safe Working to the Trust Board in February 2022.	<i>J Tyler-Fantom</i>		reported via the summaries of the People and Culture Committee.	
7	281/21	Questions To collate the responses to the public questions and provide the responses direct to the requesters and publish them on the external website (outside the meeting).	CCSO <i>K Rayns</i>	As appropriate	Complete.	5
1 July 2021						
8	218/21/1	Integrated Quality and Performance (Q&P) Report – month 2 To present a high level report to a future Trust Board meeting on the work of the LLR People Board, including proposals to address future recruitment challenges (eg the next 5 to 10 years) in the context of forecast constraints in the labour market – noting that the detailed workstreams would be monitored by the People and Culture Committee.	DCPO <i>J Tyler-Fantom</i>	Future TB mtg (date to be advised)	Future date to be confirmed.	3
9	220/21/4	Research and Innovation Quarterly Update To arrange for the Trust Board to receive a presentation from Dr R Evans in respect of a research study relating to 'Long Covid'.	MD <i>A Furlong</i>	TB 4.11.21 Future TB	In progress. This was provisionally scheduled for the 4 November 2021 Trust Board meeting (alongside the next quarterly update on R&I), but a Transformation Story was scheduled instead.	4
10	221/21/2.1	Audit Committee Minutes 21.6.21 To arrange for regular progress reports on UHL's Green Plan (relating to sustainability) to be monitored through the newly formed Reconfiguration and Transformation Committee.	DEF/ RTC NED Chair <i>D Kerr/ A Haynes</i>	RTC September and ongoing	Reports will be scheduled accordingly to commence with the first RTC meeting (date to be confirmed).	4
11	221/21/2.2	Quality and Outcomes Committee summary 24.6.21 To explore potential arrangements for sighting the Trust Board to key aspects of performance in Maternity Services (eg statistics/ metrics/targets/patient feedback) in addition to the data already provided within a separate section of the quarterly Learning from Deaths report. Proposals to include sharing outputs from the active 'Maternity Voices Network'.	ACN/ QC NED Chair <i>E Meldrum/ V Bailey</i>	By 31.7.21	In progress – to be considered at the next Maternity Governance Group meeting including how this will link with the existing considerable reporting on Maternity Services.	4
12	221/21/2.3	People Process and Performance Committee summary 24.6.21 To hold further discussions on the Urgent and Emergency Care Improvement Plan and the process for the LLR System to communicate with patients about appropriate attendances at	ACEO/ ACOO/ DSC <i>R Brown/ D Mitchell/ M Wightman</i>	Urgent	Complete.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		UHL's Emergency Department outside the meeting.				
3 June 2021						
13	183/21/5	Process for Reviewing Patient Harm To develop proposals for defining the categories of patient harm arising from the Covid-19 pandemic and agree how we ensure the public are informed about the outcomes of this work.	DMD/DSC/DQTEI <i>J Jameson/ M Wightman/ M Durbridge</i>	TB 1.7.21	In progress. The DQTEI has provided the harms data to the DMD on 3.6.21 who is developing proposals accordingly.	4
14	183/21/6	Board Development To present the Terms of Reference for each Board Committee to the Trust Board for ratification on 2 September 2021.	IDCLA/ NED CHAIRS <i>G George/ V Bailey/ I Crowe/ A Johnson</i>	TB 2.9.21 TB 4.11.21 TB 3.3.21	Now re-scheduled for the March 2022 Trust Board meeting.	3
6 May 2021						
15a	148/21/4	Restoration and Recovery of Elective Orthopaedic Surgery To liaise with the Chief Nurse to explore ways in which volunteers could assist in the process for communicating with patients whose surgery had been delayed due to Covid-19.	ACOO <i>D Mitchell</i>	Immediate	Meeting arranged for 30 June 2021 – Deputy Chief Nurse and Deputy Chief Operating Officer are leading on this workstream.	5
15b	148/21/4	To consider ways in which the innovative approach adopted by Professor J Dias in supporting patients waiting for elective surgery could be applied across the Trust (noting the healthcare inequalities agenda) and to brief Trust Board members on the outputs of this work.	ACOO <i>D Mitchell</i>	Future TB mtg TB 1.7.21 TB 2.9.21	A progress update has not yet been scheduled for this item.	3
16	149/21/2	Integrated Risk Report and BAF To work with the Executive Team to develop the 2021/22 BAF and present (a) a draft BAF for discussion at the Trust Board thinking day on 10 June 2021, and (b) the final BAF for approval at the Trust Board meeting on 1 July 2021.	DCLA IDCLA/ HoR&A <i>S Ward G George/ R Manton</i>	TB 2.9.21 TB 4.11.21	At the Executive Planning Meeting on 20.10.21, it was agreed to keep the current BAF updated and report as per TB and Audit Committee schedule, and to develop new BAF once the Trust Board has approved the UHL Business Strategy.	5
1 April 2021						
17	115/21/2	Chairman's briefing report – April 2021 To consider the scope to nominate an Executive Director Champion for disabled patients and staff.	ACE <i>R Brown</i>	As appropriate	Under consideration. As per the NHSE/I directive, specific NED Champion roles will now be overseen by assigned Trust Board Committee in this case the People and Culture Committee.	5

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