

Progress of actions arising from the Trust Board meeting held on **Thursday 1 September 2022**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1 September 2022						
1a	180/22/3	Integrated Performance Report In light of continuing increases in the Out-Patient DNA rate to determine whether the out-patient transformation is appropriately aligned to this agenda.	CEO / COO	To confirm via the TB MA Log – Oct 22 TB mtg	Outpatient DNA rates are a key part of the outpatient transformation agenda, with targeted interventions being rolled out, on a speciality and population basis. It is recognised that there is need for improvement and further options to improve the DNA rate are being considered.	5
1b	180/22/3	To ensure the Trust Board are sighted to the in-depth discussions at the Operational Performance Committee and thereby have oversight of the key interventions and their expected outcomes.	COO / Chair OPC	On-going at TB	The Trust Board receive escalation reports at each of their meetings from the monthly OPC meetings held one week prior to each Trust Board meeting, which flag any specific issues for Trust Board approval or attention. The full Minutes of the OPC are then made available to Trust Board members, once available, to ensure that Board members are sighted to the detailed discussions.	5
1c	180/22/3	To discuss how work across all three main pathways (emergency, elective and out-patients) is brought together (given their impact on each other), with a greater focus on patient experience.	CEO & colleagues	On-going	Discussion is ongoing with Executive colleagues on how we can improve patient experience, and how we can link up work across our key pathways of care. For example through development of our Patient Information and Liaison Service, and increasing the focus on friends and family testing and complaints learning through CMG Performance Review Meetings.	5
2	181/22/1	Board Assurance Framework To review the effectiveness of the approved Board Assurance Framework (BAF) at the Audit Committee in Spring 2023.	DCLA / CCSM B Cassidy / H Stokes	For consideration at Audit Committee in Spring 2023	This item will be scheduled within the work plan of the Audit Committee for Spring 2023.	4
3	181/22/2	Patient Experience Annual Report 2021/22 The Quality Committee to continue to progress the patient experience agenda, in particular the means by which the Trust can determine if its actions are making a positive difference to patients.	CN / Chair, QC	On-going at Quality Committee	PIPEAC to report bi-monthly to Quality Committee.	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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4	182/22/3	Escalation Report from the Quality Committee 25.8.22 The Annual Fire Report to be scheduled on the Trust Board agenda for 6 October 2022, following consideration by the Quality Committee at its meeting on 25 August 2022, the outcome of which was confirmation of partial assurance.	IDEF / CCSO	TB – 6.10.22	This item is scheduled on the Trust Board agenda for 6 October 2022.	5
5a	183/22/2	Freedom to Speak Up Q1 2022/23 Update Report To discuss links between the F2SU Strategy and the UHL Corporate Strategy with the Deputy Chief Executive outside the meeting, in order that the F2SU Strategy could continue to be progressed.	F2SU Guardians / DCE	As soon as possible	Actioned - F2SUG Service & S Barton met on 21/09/2022 to discuss Corporate vision & F2SU alignment for F2SU plan	5
5b	183/22/2	To re-promote the Gold Standard Approach to responding to staff concerns.	F2SU Guardians	Immediately	Actioned - included in F2SU comms plan and comms for F2SU month of October.	5
6	183/22/3	Escalation Report from the People and Culture Committee To submit the Annual Report from Volunteer Services to the Trust Board in June 2023.	CPO / CCSO	TB mtg – June 2023	This item has been scheduled into the Trust Board workplan for 2023.	5
7a	184/22/1	UHL Annual Plan 2022/23 To submit updates against the Annual Plan 2022/23 to Trust Board meetings on a quarterly basis.	DCE S Barton	To TB mtgs on a quarterly basis	Updates to be provided to the December 2022 and March 2023 Trust Board on progress.	4
7b	184/22/1	To add in reference to the Medical Director (alongside the references to the Chief Nurse) as an Executive Director Lead within the Plan.	DCE	Immediately	Completed.	5
8	184/22/3	Escalation Report from the Reconfiguration and Transformation Committee 28.7.22 To utilise a future Trust Board Development Session to understand the approach and methodology in relation to the Reconfiguration Programme.	DCE / DCLA S Barton / B Cassidy	Future TB development session	Planned for TB workshop in January 2023.	4
9	188/22	Questions from the Public To discuss further, outside the meeting, how the public could receive information arising from the Reconfiguration and Transformation Committee meetings more quickly.	RTC NED Chair / DCLA	Immediately	Summary Escalation Reports are produced immediately following each Trust Board Sub-Committee meeting, including the Reconfiguration and Transformation Committee, and are submitted to the next available Trust Board meeting (usually held one week later) in	5

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					order that the Trust Board can quickly receive notification of any recommended items or items for information. The formal Minutes of the Trust Board sub-committees are then published after having been confirmed as an accurate record at the subsequent TB sub-committee meeting.	
7 July 2022						
10	154/22/4	Integrated Performance Report The Trust Board to consider the issue of culture within the Trust (to ensure a common view and collaborative working) and to engage with wider clinical voices regarding this issue.	MD/CN/QC Chair <i>A Furlong / J Hogg / V Bailey</i>	Potentially for a future TBTD session (TBC)	Quality Leads are developing an interactive session on safety culture for board alongside priorities.	4
9 June 2022						
11	125/22/2	Chief Executive's Update Report To submit an evaluation of the impact of the service moves currently on-going to a Trust Board meeting in September 2022.	COO / DCEO <i>J Melbourne</i>	TB mtg – Sept 22 Nov 22	Two reports to be submitted to a future Trust Board meeting (provisionally November 2022) detailing (1) lessons learnt and (2) early impact of service moves to-date.	4
12	126/22/1	Quality Account To review ways in which to make the Quality Account a more digestible document and to determine a means by which to utilise it as a source for learning.	CN <i>J Hogg</i>	Immediate and on-going	Infographic to be developed with clinical illustrations. Currently on hold awaiting communications capacity to support.	4
7 April 2022						
13	70/22/3	Integrated Performance Report – Month 11 To share a thematic summary of staff exit interview data with Trust Board members (when available).	DCPO / CPO <i>J Tyler-Fantom / C Teeney</i>	When available	Data for the first three months of the new financial year will be available in July 2022. The work of the People Services team has been prioritised to ensure that resources are deployed to address the most pressing needs affecting our colleagues. As such this work on exit interviews has been paused until April 2023.	1
3 February 2022						
14	30/22	Questions from Press and Public To clarify the Communications and Engagement Strategy for the Reconfiguration and Transformation Programme at a future	DEF D Kerr RPD	Future TB meeting	This report will be scheduled at a future TB meeting (specific timing to be confirmed).	4

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		Trust Board meeting.	<i>N Topham</i>			
1 July 2021						
15	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 – provisionally Dec 22 Oct 22	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. Provisionally rescheduled for September 2022. Now re-scheduled for Trust Board October 2022, in view of over-subscribed agenda for Sept 2022.	5

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