

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 February 2022

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 February 2022						
1	25/22/1	Chairman's Briefing – February 2022 To arrange for the revised membership of and chairmanship of Board Committees to be published on the Trust's external website.	IDCLA G George DCLA B Cassidy	Immediate	Complete – B Cassidy liaising with the Communications Team.	5
2	25/22/2	Chief Executive's Briefing – February 2022 To arrange for a short biography for each of the new Executive and Non-Executive Directors to be published on the Trust's external website.	IDCLA G George DCLA B Cassidy	Immediate	In progress – Communications team are collating photographs to inform this work.	4
3	26/22/1	East Midlands Clinical Research Network To liaise with Professor T Robinson, Non-Executive Director to explore ways in which the Trust and the University of Leicester could help to stimulate additional engagement within the Integrated Care System in respect of population health research.	CD, EMCRN COO, EMCRN D Rowbotham /E Moss	As appropriate	Complete – a discussion was held with Professor Robinson on 9.2.22. The CRN has been invited to attend a meeting of the Leicestershire ICS Research Committee in February 2022.	5
4	26/22/2	UHL Green Plan To approve the UHL Green Plan and to present an update on the LLR System Green Plan to the Trust Board in May 2022.	DEF D Kerr	TB 5.5.22	Being scheduled for May 2022 Trust Board.	4
5	28/22/1	Risk and Assurance Report To consider the scope to establish a Risk Management Committee at UHL.	DCLA B Cassidy	As appropriate	Complete – the first meeting of the UHL Risk Committee was held on 24.3.22.	5
6	28/22/1	To schedule a future Trust Board Workshop on the Board Assurance Framework (BAF).	DCLA B Cassidy	TBA	Being scheduled for the Board Development session in May 2022.	5
7	28/22/2	Audit Committee Summary – 21 January 2022 To arrange for the People and Culture Committee to review the governance structure surrounding the Staff Health and Wellbeing programme and the arrangements for embedding the programme into the culture of the Trust.	ACPO/ PCC Chair J Tyler-Fantom/ B Patel	Future PCC meeting	These are currently under review, governance arrangements to be confirmed pending further stakeholder engagement and new CPO commencing in post in June 2022.	5
8	28/22/4	Reconfiguration and Transformation Committee To approve the Terms of Reference for the Reconfiguration Committee (as presented in paper M1).	RTC Chair A Haynes	Immediate	Complete – approved by the Trust Board on 3.2.22.	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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9	30/22	Questions from Press and Public To clarify the Communications and Engagement Strategy for the Reconfiguration and Transformation Programme at a future Trust Board meeting.	DEF <i>D Kerr</i>	Future TB meeting	Update required.	
4 November 2021						
10	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
1 July 2021						
11	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>	TB 9.6.22	Future date to be confirmed. The UHL 5 year strategic workforce plan is scheduled to go to Executive team in April and the following People and Culture committee before coming to TB. This has been developed with wider stakeholders, including alignment with the LLR people plan.	4
12	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. Provisionally rescheduled for September 2022.	4
13	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
14	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	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. Maternity assurance is now provided directly	5

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		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'.			to the Trust Board.	
3 June 2021						
15	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. Update provided to the Trust Board on 3.2.22 – the Medical Director confirmed that a report on the process surrounding patient harms had been considered by the Quality Committee in December 2021. It was therefore agreed that this action would be closed and removed from the progress log.	5
16	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/ G George DCLA/ B Cassidy	TB 2.9.24 TB 4.11.24 TB 3.3.21	Now re-scheduled for the March June 2022 Trust Board meeting.	3
6 May 2021						
17	148/21/4	Restoration and Recovery of Elective Orthopaedic Surgery 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> COO <i>J Mebourne</i>	Future TB mtg TB 1.7.24 TB 2.9.21	A progress update has not yet been scheduled for this item. Update awaited.	

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