

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 5 May 2022

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 May 2022						
1	96/22/1	Chair's Report To discuss and agree, outside the meeting with Non-Executive Director Chairs of Trust Board sub-committees and other relevant colleagues, an approach to ensure an appropriate assessment of risk as arising out of the Trust's reconfiguration programme.	Chair, RTC <i>A Haynes</i>	Immediate and on-going until approach confirmed	In progress.	4
2a	96/22/3	Integrated Performance Report To submit a summary report to the Operational Performance Committee (to feed into the public Trust Board) regarding the reasons for any delays experienced by patients medically optimised for discharge.	COO	For future OPC (date – TBC)	Actioned – submitted to May 2022 OPC meeting.	5
2b	96/22/3	The appropriate Trust Board sub-committees to focus on the indicators currently flagging 'red' on the left hand side of the 'Trust Overview (Year to Date)' table within the Integrated Performance report in terms of those which were in the Trust's gift to positively influence.	TB Sub-Ctees – Quality, OPC and PCC	Immediate and on-going	To be undertaken as part of the monthly review of the Integrated Performance Report within each relevant Trust Board sub-committee.	5
2c	96/22/3	To discuss how best to appropriately sight the Trust Board to issues relating to turnover and achieving the required recruitment levels following discussion at the People and Culture Committee.	PCC NED Chair / ACPO <i>V Bailey / J Tyler-Fantom</i>	Immediate and on-going (after PCC meetings)	To raise any issues for the attention of the Trust Board via the regular PCC summary.	5
2d	96/22/3	To focus attention on the capital programme; taking learning from this and previous years.	IDEF <i>M Simpson</i>	Immediate and on-going	In progress.	4
3	98/22/2	Escalation Report from the Operations and Performance Committee 27.4.22 To hold discussions, outwith the meeting, to determine the appropriate governance process for the management of risks associated with the Patient Administration System Replacement Project.	DCLA, AC NED Chair, FIC NED Chair and CIO	Urgent	27.5.22 – Quarterly updates will be submitted to the Operations and Performance Committee in relation to the Patient Administration System Replacement Project.	5
4	99/22/3	Escalation Report from the People and Culture Committee	PCC NED	Immediately	Issues to be flagged via the Escalation Reports from the	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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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		28.4.22 To highlight to the Trust Board as soon as possible (via the PCC and Quality Committee) in the event of any staff shortages in specific specialities and any associated quality issues.	Chair / QC NED Chair	and on-going	monthly People and Culture Committee and the Quality Committee meetings.	
5	101/22/1	Risk and Assurance Report To submit the Board Assurance Framework to the Trust Board meeting in June 2022.	DCLA	June 2022 Trust Board mtg	This report is scheduled on the Trust Board agenda for June 2022.	5
7 April 2022						
6	70/22/2	Chief Executive's Briefing – April 2022 To schedule quarterly updates on the 12 priority areas arising from the Staff Survey results on the public Trust Board agenda and to consider inviting representatives from a variety of staff networks to attend for this item.	ACPO <i>J Tyler-Fantom</i>	TB quarterly basis commencing in July 2022	Scheduled accordingly – July 2022 start date.	4
7	70/22/3	Integrated Performance Report – Month 11 To share a thematic summary of staff exit interview data with Trust Board members (when available).	ACPO <i>J Tyler-Fantom</i>	When available	Data for the first three months of the new financial year will be available in July 2022.	4
8	74/22/1	Covid-19 Public Inquiry Update To arrange for progress against the Covid-19 Public Inquiry Project Plan to be scrutinised by the UHL Audit Committee at regular intervals going forwards.	DCLA/ AC NED Chair <i>B Cassidy/ M Williams</i>	AC (date to be advised)	Scheduled accordingly.	4
3 February 2022						
9	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 <i>B Cassidy</i>	Immediate	In progress – Communications team are collating photographs to inform this work.	4
10	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 IDEF <i>M Simpson</i>	TB 5.5.22 Future TB mtg	Scheduling under discussion – an update on progress with Estates and Facilities related items is due to be presented at the private Trust Board meeting in June 2022.	4
11	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 D-Kerr RPD <i>N Topham</i>	Future TB meeting	This report will be scheduled at a future TB meeting (specific timing to be confirmed).	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 November 2021						
12	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. Update for TB 5.5.22: this will be taken to EQB in May 2022. Update for TB 7.6.22 – a report on Cancelled Operations was submitted to the May 2022 EQB meeting and Quality Committee meeting for consideration.	5
1 July 2021						
13	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 TB date TBC (potentially July 22)	Future date to be confirmed. The UHL 5 year strategic workforce plan is scheduled to go to Executive team in June 2022 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
14	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 4.11.24 Future TB – provisionally Sept 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.	4
15	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.	IDEF/ RTC NED Chair <i>D Kerr M Simpson/ A Haynes</i>	RTC September and ongoing	Reports will be scheduled accordingly to commence with the first RTC meeting.	4
3 June 2021						

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
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 2.9.21 TB 4.11.21 TB 3.3.21 TB 7.6.22	Under active review currently and scheduled on the Trust Board agenda for June 2022.	5
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 D-Mitchell COO J Melbourne	Future TB mtg TB 1.7.21 TB 2.9.21	At the Trust Board meeting held on 5 May 2022, the Chief Operating Officer confirmed that he planned to speak to Professor Dias to further progress this action.	3

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