

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 1 December 2022

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1 December 2022						
1	270/22/2	Chief Executive's Update – Communication plan re Winter To circulate the communications plan, regarding advice to patients throughout the Winter period, to Trust Board members for information.	DCE	Immediately	Actioned – as confirmed via email by the Director of Communication and Engagement on 5.1.23.	5
2	274/22/2	The UHL Seven Priorities – Quarter 2 Update The Director of Communication and Engagement and Head of Strategy and Planning to discuss how best to extract and communicate the key messages from this paper for teams to share (e.g. through disseminating key messages through a medium other than just email and to tailor specific parts to the required audience and integrate this into the next quarterly report).	DCE / HoSP	By Jan TB 2023	Simon Pizzey and Michelle Smith are designing both a generic and targeted communications approach to making the Seven Priority updates meaningful to frontline teams – as confirmed by the Deputy Chief Executive via email on 5.1.23.	5
3 November 2022						
3	241/22/3	Counter Fraud Bribery and Corruption Policy To review the Trust's approach to the roll out of policies including consideration of the degree to which different groups of staff members either needed to know a policy in detail or be aware of its existence (dependent on their job role) and the mechanism for ensuring such.	DCLA	Immediately and on-going	Actioned - this matter was discussed at the Policy and Guideline Committee in November 2022. The Policy and Guideline Committee receives assurance with regard to the dissemination plan as part of the paperwork submitted by the author when seeking approval of new or updated policies and guidelines.	5
4	242/22/3	CNST Maternity Standards – Update To provide a further update to the Trust Board in December 2022 regarding sign off re the CNST Maternity Standards.	CN	TB – Dec-22 Jan 23	This item is scheduled for the 12 January 2023 public Trust Board meeting.	5
1 September 2022						
5	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	An update was provided to the 1 December 2022 Trust Board meeting and a further update is scheduled for the March 2023 Trust Board meeting.	4
7 July 2022						
6	154/22/4	Integrated Performance Report	MD/CN/QC	Potentially for a future TBTD	A Trust Board Development Session was held on this	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.

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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		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.	Chair	session (TBC)	item on 1 December 2022.	
9 June 2022						
7	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 J Hogg	Immediate and on-going	Infographic to be developed with clinical illustrations. Currently on hold awaiting communications capacity to support.	4
7 April 2022						
8	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 J Tyler-Fantom / C Teeney	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						
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 DCE	Future TB meeting	The draft Communications and Engagement Strategy was shared at the RTC in March 2022. The engagement plan falling out of this will be presented to the December 2022 Reconfiguration Steering Group and subject to any amendments requested can be shared at the next Reconfiguration and Transformation Committee (RTC) or Trust Board. Latest update: - as confirmed via email by the DCE on 3.1.23, this went to RSG in December and is being presented again in January 2023, after which it will be presented to RTC in February 2023.	5

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