

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 11 May 2023

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
11 May 2023						
1	147/23/1	2021/22 Annual Accounts To discuss outside the meeting how best to recognise the achievements of the Finance Team – potentially through the Trust Chairman writing a personal letter of thanks.	CEO/TC / CFO	Immediate	Concluded (as confirmed via email from the CFO on 22.5.23).	5
2	147/23/2	Escalation Report from FIC To request that FIC consider whether there is a need for development and inclusion of a risk specific to the financial year 2023/24 and confirm the outcome of their deliberations on this matter to the Trust Board via the usual escalation report.	CFO / CCSM	For next FIC mtg	To be considered at FIC (on 26.5.23) and updated accordingly – as confirmed via email from the CFO on 22.5.23. Please see the escalation report arising from FIC held on 26.5.23 (paper M on the public Trust Board agenda for 8.6.23).	5
3a	147/23/3	Escalation Reports from the Audit Committee – 17.4.23 and 27.4.23 All Executive Directors to oversee progress on and ensure implementation of any Internal Audit recommendations specific to their areas of responsibility.	All relevant EDs	Immediate	Specific progress against this action will be tracked through the Audit Committee and not via the Trust Board, however this action is included within the TB MA Log for the purpose of information to remind all relevant TB members of the action required of them by the Trust Board and Audit Committee in this respect.	5
3b	147/23/3	(In relation to item number 3a above) to distribute to all Executive Directors the relevant excel spreadsheet re the outstanding audit actions.	DCLA	Urgent	Actioned.	5
3c	147/23/3	To write to all relevant 'decision-making' Trust staff to remind them of the importance of submitting their declarations of interest and their own personal responsibility to do so.	CEO	Urgent	As confirmed via email from the DCLA on 30.5.23, the DCLA and Audit Committee NED Chair have agreed to request that the Medical Director and other relevant Executive Directors chase up those staff members with outstanding declarations (most are from the Consultant workforce). Should further chasing be required, then communication from the CEO will be arranged.	5
4	149/23/1	Research and Innovation Quarterly Report To hold discussions outside the meeting in order to consider: (1) inclusion of the world-class research being undertaken by UHL within the narrative on the Trust's external website (and inclusion within the website narrative of any other areas where	DRI / DCE	As appropriate	As confirmed in an email from the Director of R & I issued on 30.5.23, the following encapsulates the current position on external communications that has been agreed: Information on current research at UHL is included on the website at:	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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
		UHL is world-class / leading the field) and (2) determination of where best to publish the research studies undertaken by UHL colleagues for the information of the general public.			https://www.leicestershospitals.nhs.uk/aboutus/education-and-research/research-innovation/ There is a live @LeicResearch twitter feed here which highlights research headlines.	
7 April 2022						
3	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 – after July 23 PCC mtg	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. Latest update: - this work has now commenced and will report to PCC in July 2023 (as confirmed by the Chief People Officer via email on 28.3.23).	4

* 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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------