

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on **Thursday 12 January 2023**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
12 January 2023						
1	06/23	Patient Story To follow up with Ms Rebecca Crook, Bereavement Services Midwife, on the provision of counselling support for midwives.	CPO	Immediate	Actioned – a date has been arranged for a meeting between the Chief People Officer and Ms Crook (as confirmed via email by the CPO on 26.1.23).	5
2	07/23/2	Chief Executive's Update To determine any additional actions that can be taken through the system in order to continue to promote the take-up of vaccines for covid-19 and flu amongst staff.	MD	Immediate	Actioned – the Medical Director has discussed this matter with the ICS Executive Lead (as confirmed via email on 29.1.23).	5
3a	10/23/1	Freedom to Speak Up Q2 & 3 2022/23 Update Report To publish the 2022 Staff Survey and the Trust's response to it within the next two months.	CPO / CEO C Teeney / R Mitchell	To TB within 2-month timescale	This item is provisionally scheduled for the Trust Board meeting in March 2023.	4
3b	10/23/1	To include data within future iterations of the quarterly F2SU report regarding the proportion of concerns received that are open, confidential or anonymous (noting that this data is already contained within the annual report produced).	DCLA / F2SU Guardians	For next quarterly F2SU report	Data is already collected as a F2SU performance indicator. F2SUGs can confirm this data will be published in future iterations of the F2SU Highlight Reports to Trust Board (as confirmed by Ms Concannon, F2SUG on 19.1.23).	5
4	11/23/1	Month 8 Roadmap to Sustainable Financial Improvement To incorporate the contents of the 'Roadmap to Sustainable Financial Improvement' report into the Finance section of future iterations of the Integrated Performance Report (IPR).	CFO	From Month 9 IPR onwards	Actioned – as from the February 2023 Trust Board meeting onwards (as confirmed via email from the CFO on 27.1.23).	5
5	11/23/3	Escalation report from the Audit Committee 23.12.22 All Lead Executive Directors to ensure that any overdue audit actions are completed and signed off by Internal Audit (as monitored by the Audit Committee).	All Lead EDs	Urgent	This is a generic action for all relevant Lead Executive Directors and, as such, will not be tracked specifically via this log, but is listed as a prompt for action. The Audit Committee will monitor progress re this specific action.	5
1 September 2022						
6	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

* 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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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	Immediate and on-going	Infographic to be developed with clinical illustrations and will be progressed as part of the new Quality Account (as confirmed via email from the Chief Nurse on 19.1.23).	5
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 Teeny	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

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