

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 1 November 2018**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>1 November 2018</b>						
1.	306/18	<b>Chief Executive's report – November 2018</b> To ensure that Healthwatch organisations are appropriately included in the communications about the wider reconfiguration engagement events.	<b>DSC/ DDCE</b>	Immediate	Actioned.	5
1a	306/18	To provide a summary of the points raised at the wider reconfiguration engagement events to Trust Board members (after each such event).	<b>DSC/ DDCE</b>	After each event	Work in progress.	4
1b	306/18	To present the LLR winter plan to the December 2018 Trust Board (via the People, Process and Performance Committee [PPPC]).	<b>COO</b>	PPPC 29.11.18	Scheduled accordingly for Trust Board 6.12.18.	5
2.	307/18/1	<b>Staff story – graduate management trainee programme</b> To support the continuation of the programme.	<b>DPOD</b>	Ongoing	In place - complete.	5
2a	307/18/1	To contact the Workforce Development Manager outside the meeting, to discuss the specifics of the programme further.	<b>PBNED</b>	Immediate	Work in progress.	4
3.	310/18/2	<b>PPPC 25.10.18 – public summary</b> To approve and progress the UHL performance management and accountability framework 2018-19.	<b>COO</b>	Immediate	Actioned.	5
4.	314/18	<b>Questions from the press and public</b> To discuss the comment raised by the member of the public re: the UHL performance management and accountability framework outside the meeting.	<b>COO</b>	<b>TBA</b>	Work in progress.	4
4a	314/18	To discuss work by the Patient Involvement and Membership Team on RAG rating CMGs' PPI aspects, with the requester.	<b>DSC/ DDCE</b>	Once available	Will be actioned once work finalised.	4

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<b>RAG Status Key:</b>	5	<b>Complete</b>	4	<b>On Track</b>	3	<b>Some Delay – expected to be completed as planned</b>	2	<b>Significant Delay – unlikely to be completed as planned</b>	1	<b>Not yet commenced</b>
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Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>4 October 2018</b>						
5.	283/18	<b>Chief Executive's report – October 2018</b> To include a trend analysis in the next quarterly update on progress against UHL's annual priorities.	CE	TB 3.1.19	To be scheduled accordingly.	4
6.	284/18/1	<b>Patient stories through medical student observations</b> To consider holding further discussions at QOC re: student perspectives on safety.	QOC CHAIR/ CN/MD	Future QOC <b>(TBA)</b>	Verbal update provided at the 1.11.18 Trust Board: actioned, as the work is continuing with the University of Leicester. The Director of Safety and Risk will keep QOC informed as appropriate.	5
7.	284/18/2	<b>Freedom to Speak Up (F2SU) self-assessment</b> Completed F2SU vision, strategy and plan to be presented to the Trust Board in December 2018.	DPOD	TB <del>6.12.18</del> 10.1.19	Now scheduled for the January 2019 Trust Board.	4
8.	284/18/3	<b>NHS England core standards for emergency preparedness, resilience and response (EPRR) – self-assessment 2018-19</b> To provide an update to an Executive Board and the Audit Committee on completion of the year 1 actions – Chief Operating Officer to advise the most appropriate timeframe for that update.	COO	Exec Board/AC <b>TBA</b>	This won't be scheduled until April/May 2019.	4
9.	288/18/ 3	<b>FIC 27.9.18 – public summary</b> To consider holding a Trust Board thinking day follow-up session with IBM.	CHAIR MAN	<b>TBA</b>	Under consideration.	4
<b>6 September 2018</b>						
10.	252/18	<b>LLR STP and UHL reconfiguration</b> To consider how best to inform and empower UHL staff to act as ambassadors for the Trust's reconfiguration programme.	DSC	Immediate	Work in progress.	4
<b>2 August 2018</b>						
11.	217/18	<b>Chief Executive's report – August 2018</b> To consider how best to increase the coverage of estates issues at Trust Board meetings.	CHAIR MAN/ CE	Immediate	Chief Executive to discuss options with the Director of Estates and Facilities in the first instance.	4

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12 April 2018						
12.	97/18	<p><b>Chairman's monthly report – April 2018</b></p> <p>To present a report on an overarching workforce strategy to a future Trust Board meeting.</p>	DWOD/ MD/CN	<del>TB 2.8.18</del> <del>6.9.18</del> <del>PPPC</del> <del>25.10.18</del> <del>29.11.18</del> <del>TB</del> <del>1.11.18</del> <del>6.12.18</del>	<p><del>Joint working taking place between Corporate Medical Corporate Nursing and HR. The report is provisionally scheduled for PPPC and EWB consideration in June/July July/August 2018 and the August-September 2018 TB. Following the employment of the new DPOD, this report will now go to PPPC in October and TB November 2018. Deferred to December 2018 Trust Board.</del></p> <p>Discussion of the draft UHL People Strategy is planned for the December 2018 Trust Board Thinking Day.</p>	3

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