

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 7 March 2019**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>7 March 2019</b>						
1	61/19	<b>Matters Arising Report</b> To review the list of historical outstanding matters arising and consider the arrangements for completing them.	DCLA	TB 4.4.19	Actioned.	5
2	62/19/2	<b>Chairman's Monthly Report – March 2019</b> To appoint the following Non-Executive Director Deputy Chairs:- <ul style="list-style-type: none"> <li>▪ Finance and Investment Committee – Mr A Johnson;</li> <li>▪ People, Process and Performance Committee – Mr B Patel;</li> <li>▪ Quality and Outcomes Committee – Ms V Bailey;</li> <li>▪ Remuneration Committee – Mr M Traynor;</li> <li>▪ Audit Committee – Col (Ret'd) I Crowe, and</li> <li>▪ Charitable Funds Committee – Mr A Johnson.</li> </ul>	DCLA	Immediate	Appointments noted and will be incorporated within an updated version of the Trust's Governance Framework.	5
3	62/19/3	<b>Chief Executive's Monthly Report – March 2019</b> Terms of Reference for the System Leadership Team's new Partnership Group to be presented to the Trust Board of each organisation for formal approval.	CEO	TB 4.4.19	Actioned. Report included on the Trust Board agenda for 4.4.19.	5
4	62/19/3	Final report from the completed Frailty Taskforce Programme either to be included in the Chief Executive's briefing to the April 2019 Trust Board, or to be presented to the Trust Board thinking day in April 2019.	CEO	Either TB 4.4.19 or TBTD 11.4.19	Scheduled for TBTD 11.4.19.	4
5	62/19/3	To re-visit the Quality and Performance Dashboard (provided at appendix 1) as part of the UHL Quality Strategy and present a refreshed Quality Dashboard to the Trust Board upon completion.	CEO	TB 6.6.19	Included in Quality Strategy Implementation Plan.	4
6	62/19/3	Chief Executive to meet with Ms H Kotecha, Healthwatch Representative (outside the meeting) to consider the arrangements for broader patient and public engagement within the UHL Quality Strategy.	CEO/ Health- watch	31.5.19	Meeting being arranged.	4
7	62/19/3	Updated Public and Patient Involvement Strategy to be presented to the April 2019 Trust Board meeting.	DSC	TB 4.4.19	Deferred.	3

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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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8	62/19/4	<b>Leicestershire Academic Health Partnership (LAHP)</b> Minutes of the LAHP Board to be presented to UHL's Executive Strategy Board on a quarterly basis.	DR&I	ESB Quarterly Basis	To be scheduled accordingly. Added to the ESB bring forward plan.	5
9	62/19/4	Progress reports on the LAHP to be presented to the UHL Trust Board every 6 months.	DR&I	TB 5.9.19 & 6 monthly	To be scheduled accordingly.	5
10	62/19/4	To arrange an appropriate ceremony for the formal signing of the LAHP Memorandum of Understanding.	DR&I	May 2019	In progress.	4
11	62/19/5	<b>UHL Reconfiguration Update</b> To update the Trust Board calendar of business to reflect the change to quarterly Trust Board reporting for UHL's Reconfiguration Programme.	DCLA/ CCSO	Immediate	Trust Board calendar of business updated accordingly.	5
12	62/19/5	To consider the arrangements for promoting wider patient and public involvement within UHL's Reconfiguration Programme, by working with Healthwatch and others.	CFO/DSC	Immediate	Feedback from Trust Board provided to Reconfiguration Team and will form part of our approach to engagement and more formal consultation.	5
13	63/19/1	<b>Integrated Risk and Assurance Report</b> To hold a 'brainstorming' session at the 14 March 2019 Trust Board thinking day to inform the development of Principal Risks for inclusion in the Board Assurance Framework for 2019-20	MD	TBTD 14.3.19	Actioned.	5
14	63/19/2	<b>UHL No Deal EU-Exit Preparations</b> To provide a further briefing report to the April 2019 Trust Board meeting.	DCLA	TB 4.4.19	To be scheduled accordingly.	5
15	63/19/3	<b>Research and Innovation Quarterly Report – March 2019</b> To include UHL's performance against the R&I CQC indicators Research Awareness, Research Facilitation and Research Equity in future iterations of this report.	DR&I	TB 6.6.19 and quarterly	To be actioned accordingly.	5
16	63/19/5.1	<b>QOC 28.2.19 – public summary</b> To approve the Learning from Deaths quarterly update.	MD	Immediate	Actioned.	5
17	63/19/5.2	<b>PPPC 28.2.19 – public summary</b> To approve the UHL People Strategy, subject to inclusion of the comments raised at the PPPC meeting, UHL's Strategic Priorities and the arrangements for measuring this.	DPOD	Immediate	Complete.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
18	63/19/5.3	<b>Financial Performance Month 10</b> To consider the arrangements for sighting the Trust Board to high level financial information across the LLR healthcare system.	CFO	TB 4.4.19 6.6.19	To be implemented following finalisation of 2019/20 plans across LLR.	4
19	73/19/1	<b>Any Other Business</b> Any comments or critical evaluations of the papers on the Trust Board agenda for 7 March 2019 were welcomed to be submitted to the Trust Chairman by email (outside the meeting)	All	TB 4.4.19	Generic action not for further tracking.	5

**Matters arising from previous Trust Board meetings**

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>7 February 2019</b>						
20	40/19	<b>Chairman's Monthly Update – February 2019</b> To liaise with the Chief Executive and the Director of Corporate and Legal Affairs to confirm the arrangements for robust monitoring of the Board Assurance Framework and risk management arrangements within the Trust Board and Trust Board thinking day calendars of business.	Chairman/ CE/DCLA	TB 7.3.19	Process confirmed at TBTD 14.3.19	5
21	40/19	To consider developing a programme of Board to Board engagement to support the development of the LLR system-wide long term plan (to include Local Authorities and key stakeholders eg Healthwatch).	Chairman	TB 7.3.19	Under discussion with fellow LLR Chairs.	4
22	42/19/2	<b>Staff Story – Time to Change</b> To share Trust Board members' 'Time to Change' mental health pledges via the Trust's intranet system (Insite).	DPOD/ SEM	Immediate	Working with communications to agree schedule for publication by March 2019.	4
23	48/19	<b>Questions from the press and public</b> To consider including a Patient Adviser representative within the membership of the UHL Quality Strategy Steering Group.	CE	Immediate	QSSG not being taken forward. Meeting with Patient Partners arranged for 20/3 to discuss role in QS.	5
24	48/19	To provide an indicative timeline for the ICU Business Case on the Trust's external website (to increase transparency).	DSC/ CFO	Immediate	In progress.	4
<b>10 January 2019</b>						

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25	7/19/2	<b>Oral and Maxillo-Facial Surgery Services</b> To report on the outcome of the Maintaining High Professional Standards (MHPS) investigation to a Trust Board meeting (when available).	<b>MD</b>	May 2019 (provisional date)	Will be reported when available (provisionally estimated as May 2019).	<b>4</b>
26	9/19	<b>STP, BCT and UHL Reconfiguration Update</b> Audit Committee to undertake a review of the identified risks relating to interdependencies within the Reconfiguration Programme.	<b>CFO</b>	AC 8.3.19	Complete – a paper was presented to the Audit Committee in March 2019.	<b>5</b>
27	12/19/1	<b>CFC 6.12.18 – Minutes</b> To liaise with the Trust's External Auditors to ensure that the factors which had delayed the process for finalising the Charity's 2017/18 Annual Report and Accounts were not replicated in 2018/19.	<b>CFO</b>	31.3.19	Timetable to be agreed at the Charitable Funds Committee on 4 April 2019, which will include proposed date for the 2018/19 audit from Grant Thornton.	<b>5</b>
<b>1 November 2018</b>						
28	314/18	<b>Questions from the press and public</b> 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.	<b>4</b>
<b>6 September 2018</b>						
29	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.	<b>DSC</b>	Immediate	Work in progress.	<b>4</b>
<b>12 April 2018</b>						
30	97/18	<b>Chairman's monthly report – April 2018</b> To present a report on an overarching workforce strategy to a future Trust Board meeting.	<b>DWOD/ MD/CN</b>	<del>TB 2.8.18 6.9.18 PPPC 25.10.18 29.11.18 TB 1.11.18 6.12.18 TBTD 13.12.18 PPPC 31.1.19 28.2.19</del>	<del>Draft UHL People Strategy discussed at the December 2018 Trust Board Thinking Day, and will be presented to the January 2019 PPPC for recommended approval by the Trust Board. Deferred to the February 2019 PPPC meeting and March 2019 Trust Board meeting; but it is intended that the Workforce Strategy be discussed by the Board on 4 April 2019 when approving the Annual Operational Plan 2019/20. Deferred from the January 2019 PPPC, and included on the February 2019 PPPC agenda.</del> Complete – presented to the PPPC meeting on 28 February and approved by the Trust Board on 7 March 2019.	<b>5</b>

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