

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 1 DECEMBER 2011 FROM 10AM IN ROOMS 1A & 1B, GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL SITE*

AGENDA

**Please take papers as read*

Item no.	Item	Paper ref:	Lead	Discussion time
1.	APOLOGIES FOR ABSENCE To receive apologies from Mr I Reid, Non-Executive Director, and Professor D Wynford-Thomas, Non-Executive Director.	-	Chairman	-
2.	DECLARATION OF INTERESTS Members of the Trust Board and other persons attending are asked to declare any interests they may have in the business on the public agenda (Standing Order 7 refers). Unless the Trust Board agrees otherwise in the case of a non-prejudicial interest, the person concerned shall withdraw from the meeting room and play no part in the relevant discussion or decision.	-	Chairman	
3.	CHAIRMAN'S ANNOUNCEMENTS		Chairman	10am – 10.02am
4.	MINUTES Minutes of the meeting held on 3 November 2011. <i>For approval</i>	A	Chairman	10.02am – 10.03am
5.	MATTERS ARISING Matters arising from the meeting held on 3 November 2011. <i>For approval</i>	B	Chairman	10.03am – 10.05am
6.	REPORT FROM THE CHIEF EXECUTIVE – DECEMBER 2011	C	Chief Executive	10.05am – 10.10am
7.	QUALITY, FINANCE AND PERFORMANCE			
7.1	SAFE AND SUSTAINABLE CHILDREN'S CARDIAC SURGERY REVIEW – UPDATE <i>for assurance</i>	D	Director of Strategy	10.10am – 10.30am
7.2	QUALITY AND PERFORMANCE REPORT (MONTH 7) <i>For discussion and assurance</i>	E	Chief Operating Officer/Chief Nurse	10.30am – 10.55am
7.3	ED PERFORMANCE <i>For discussion and assurance</i>	F	Chief Operating Officer/Chief Nurse	10.55am – 11.15am
7.4	LLR WINTER PLANNING AND URGENT/EMERGENCY CARE UPDATE	F1	Chief Operating Officer/Chief Nurse	11.15am – 11.35am

7.5	PROGRESS AGAINST THE 2011-12 STABILISATION TO TRANSFORMATION PLAN <i>For discussion and assurance</i>	G (to follow)	Director of Finance and Procurement	11.35am – 11.55am
7.6	FINANCE AND PERFORMANCE COMMITTEE Minutes of the meeting held on 27 October 2011 and cover sheet detailing the issues discussed at the meeting held on 24 November 2011 (formal Minutes to the 5 January 2012 Trust Board). <i>For noting and endorsement of any recommendations</i>	H & H1	Finance and Performance Committee Chair	11.55am – 11.56am
8.	RISK			
8.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	I	Medical Director	11.56am – 12.16pm
9.	REPORTS FROM BOARD COMMITTEES			12.16pm – 12.18pm
9.1	AUDIT COMMITTEE Cover sheet detailing the issues discussed at the 15 November 2011 Audit Committee meeting (formal Minutes to the 5 January 2012 Trust Board). <i>For noting</i>	J	Audit Committee Chair	
9.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Minutes of the 27 October 2011 meeting and cover sheet detailing the issues discussed at the meeting held on 25 November 2011 (formal Minutes to the 5 January 2012 Trust Board). <i>For noting and endorsement of any recommendations</i>	K & K1	GRMC Chair	
9.3	RESEARCH AND DEVELOPMENT COMMITTEE To note the cancellation of the 7 November 2011 Research and Development Committee meeting.		-	
9.4	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE The next meeting is scheduled for 19 December 2011 - Minutes will be submitted to the 5 January 2012 Trust Board.		-	
10.	CORPORATE TRUSTEE BUSINESS			
10.1	CHARITABLE FUNDS COMMITTEE Minutes of the 4 November 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	L	Charitable Funds Committee Chair	12.18pm – 12.19pm
10.2	CHARITABLE APPROVAL REQUESTS <i>For approval as Corporate Trustee</i>	M	Director of Finance and Procurement	12.19pm – 12.24pm
11.	TRUST BOARD BULLETIN – DECEMBER 2011 <i>To note that no items have been circulated for the December 2011 Trust Board Bulletin.</i>	-	-	
12.	QUESTIONS FROM THE PUBLIC RELATING TO		Chairman	12.24pm – 12.44pm

	BUSINESS TRANSACTED AT THIS MEETING			
13.	ANY OTHER BUSINESS		Chairman	12.44pm – 12.45pm
14.	DATE OF NEXT MEETING			
	Thursday 5 January 2012 at 10am in Rooms 1A & 1B, Gwendolen House, Leicester General Hospital site.			
15.	EXCLUSION OF THE PRESS AND PUBLIC It is recommended that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and members of the public be excluded from the following items of business, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (items 16-28).			
Comfort break				
16.	DECLARATIONS OF INTERESTS Members of the Trust Board and other persons attending are asked to declare any interests they may have in the business on the public agenda (Standing Order 7 refers). Unless the Trust Board agrees otherwise in the case of a non-prejudicial interest, the person concerned shall withdraw from the meeting room and play no part in the relevant discussion or decision.			
17.	CONFIDENTIAL MINUTES Confidential Minutes of the meeting held on 3 November 2011. <i>For approval</i>	N (to follow)	Chairman	2.15pm – 2.16pm
19.	MATTERS ARISING Confidential matters arising from the meeting held on 3 November 2011. <i>For approval</i>	O (to follow)	Chairman	2.16pm – 2.17pm
19.1	<u>Report by the Director of Strategy (Minute 318/11/1)</u>			2.17pm – 2.32pm
	Director of Strategy to report verbally.	Verbal	Director of Strategy	
20.	REPORTS FROM THE DIRECTOR OF HUMAN RESOURCES	P & Q	Director of Human Resources	1pm – 2.15pm
21.	REPORTS FROM THE DIRECTOR OF FINANCE AND PROCUREMENT	R – R2 (R and R2 to follow)	Director of Finance and Procurement	2.32pm – 3.17pm
22.	REPORTS FROM THE DIRECTOR OF STRATEGY	S & S1 (S1 to follow)	Director of Strategy	3.17pm – 3.37pm
23.	REPORT FROM THE MEDICAL DIRECTOR	T	Medical Director	3.37m – 3.42pm
24.	CONFIDENTIAL TRUST BOARD BULLETIN	U	-	-

25.	REPORTS FROM BOARD COMMITTEES			3.42pm – 3.44pm
25.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 27 October 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	V	Finance and Performance Committee Chair	
25.2	GRMC Confidential Minutes of the 27 October 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	W	GRMC Chair	
25.3	REMUNERATION COMMITTEE Confidential Minutes of the 3 November 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	Z (to follow)	UHL Chair	
26.	CORPORATE TRUSTEE BUSINESS			
26.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the 4 November 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	X	Charitable Funds Committee Chair	3.44pm – 3.45pm
27.	ANY OTHER BUSINESS	-		3.45pm – 3.50pm
28.	MEETING EVALUATION	-	Chairman	3.50pm – 3.55pm

Helen Stokes
Senior Trust Administrator