

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 3 NOVEMBER 2011 FROM 10AM IN ROOMS 1A & 1B, GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL SITE*

AGENDA

***Please note the change of venue and take papers as read**

Item no.	Item	Paper ref:	Lead	Discussion time
1.	APOLOGIES FOR ABSENCE To receive apologies from Professor D Wynford-Thomas, Non-Executive Director.	-	Chairman	-
2.	DECLARATION OF INTERESTS	-	Chairman	10.00am – 10.01am
	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.			
3.	CHAIRMAN'S ANNOUNCEMENTS		Chairman	10.01am – 10.03am
4.	MINUTES			
	Minutes of the meeting held on 6 October 2011. <i>For approval</i>	A	Chairman	10.03am – 10.04am
5.	MATTERS ARISING			
	Matters arising from the meeting held on 6 October 2011. <i>For approval</i>	B	Chairman	10.04am – 10.09am
5.1	<u>LLR Winter Planning (Minute 278/11)</u> These issues will be discussed further in a Trust Board development session on 3 November 2011 and reported to the public Trust Board meeting on 1 December 2011.	-	-	
5.2	<u>Carparking Communications Plan (Minute 276/11)</u>	C	Director of Communications and External Relations	10.09am – 10.24am
6.	PATIENT STORY <i>For assurance</i>	D	Chief Operating Officer/Chief Nurse	10.24am – 10.44am
7.	REPORT FROM THE CHIEF EXECUTIVE – NOVEMBER 2011	E	Chief Executive	10.44am – 10.49am
8.	QUALITY, FINANCE AND PERFORMANCE			
8.1	QUALITY AND PERFORMANCE REPORT (MONTH 6) <i>For discussion and assurance</i>	F	Chief Operating Officer/Chief Nurse	10.49am – 11.09am

8.2	ED PERFORMANCE <i>For discussion and assurance</i>	G	Chief Operating Officer/Chief Nurse	11.09am – 11.29am
8.3	PROGRESS AGAINST THE 2011-12 STABILISATION TO TRANSFORMATION PLAN <i>For discussion and assurance</i>	H	Director of Finance and Procurement	11.29am – 11.45am
8.4	FINANCE AND PERFORMANCE COMMITTEE Minutes of the meeting held on 28 September 2011 and cover sheet detailing the issues discussed at the meeting held on 27 October 2011 (formal Minutes to the 1 December 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>	I & I1	Finance and Performance Committee Chair	11.45am – 11.46am
9.	HUMAN RESOURCES			
9.1	EQUALITY DELIVERY SYSTEM <i>For approval</i>	J	Director of Human Resources	11.46am – 12.06pm
10.	RISK			
10.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	K	Medical Director	12.06pm – 12.26pm
11.	IM&T			
11.1	UHL IT STRATEGY <i>For endorsement</i>	L	Director of Strategy	12.26pm – 12.46pm
12.	REPORTS FROM BOARD COMMITTEES			12.46pm – 12.52pm
12.1	AUDIT COMMITTEE Minutes of the rescheduled 30 September 2011 meeting. The finalised Annual Audit Letter 2010-11 is attached for the Trust Board's attention, as approved by the September 2011 Audit Committee. <i>For noting and endorsement of any recommendations</i>	M	Audit Committee Chair	
12.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Minutes of the 29 September 2011 meeting and cover sheet detailing the issues discussed at the meeting held on 27 October 2011 (formal Minutes to the 1 December 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>	N & N1	GRMC Chair	
12.3	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 10 October 2011 meeting. <i>For noting and endorsement of any recommendations</i>	O	Research and Development Committee Chair	
12.4	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.		-	

13.	CORPORATE TRUSTEE BUSINESS			12.52pm – 12.53pm
13.1	CHARITABLE FUNDS COMMITTEE Minutes of the meeting scheduled for 4 November 2011 will be submitted to the 1 December 2011 Trust Board.		-	
14.	TRUST BOARD BULLETIN – NOVEMBER 2011 <i>For information</i>	P	-	
15.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Chairman	12.53pm – 1.13pm
16.	ANY OTHER BUSINESS		Chairman	
17.	DATE OF NEXT MEETING			
	Thursday 1 December 2011 at 10am in Rooms 1A & 1B, Gwendolen House, Leicester General Hospital site.			
18.	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 19-27).			
Comfort break				
	TRUST BOARD DEVELOPMENT SESSION	-	-	1.30pm – 2.30pm
19.	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.			
20.	CONFIDENTIAL MINUTES Confidential Minutes of the meeting held on 6 October 2011. <i>For approval</i>	Q	Chairman	2.30pm – 2.32pm
21.	MATTERS ARISING Confidential matters arising from the meeting held on 6 October 2011. <i>For approval</i>	R	Chairman	2.32pm – 2.52pm
21.1	<u>Report by the Director of Strategy (Minute 289/11/1)</u>			
	Director of Strategy to report verbally.		Director of Strategy	
21.2	<u>Report by the Director of Strategy (Minute 289/11/2)</u>			
	Director of Strategy to report verbally.		Director of Strategy	

22.	REPORTS FROM THE DIRECTOR OF FINANCE AND PROCUREMENT	S & T (T to follow)		2.52pm – 3.32pm
23.	REPORTS FROM THE DIRECTOR OF HUMAN RESOURCES	U & V	Director of Human Resources	3.32pm – 3.52pm
24.	CONFIDENTIAL TRUST BOARD BULLETIN	W	-	
25.	REPORTS FROM BOARD COMMITTEES			3.52pm – 4.08pm
25.1	AUDIT COMMITTEE Confidential Minutes of the 30 September 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	X	Audit Committee Chair	
25.2	FINANCE AND PERFORMANCE COMMITTEE Cover sheet detailing the issues discussed at the meeting held on 27 October 2011. <i>For noting and endorsement of any recommendations.</i>	Y	Finance and Performance Committee Chair	
25.3	GRMC Confidential Minutes of the 29 September 2011 meeting and cover sheet detailing the issues discussed at the 27 October 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	Z & Z1	GRMC Chair	
25.4	RESEARCH AND DEVELOPMENT COMMITTEE Confidential Minutes of the 10 October 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	AA	GRMC Chair	
26.	ANY OTHER BUSINESS	-		4.08pm – 4.09pm
27.	MEETING EVALUATION	-	Chairman	4.09pm – 4.10pm

Helen Stokes
Senior Trust Administrator