

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 1 MARCH 2012 FROM 10AM IN  
ROOMS 1A & 1B, GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL SITE\***

**AGENDA**

**\*Please take papers as read**

<b>Item no.</b>	<b>Item</b>	<b>Paper ref:</b>	<b>Lead</b>	<b>Discussion time</b>
1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence, including Dr K Harris, Medical Director. To welcome Dr P Rabey as Acting Medical Director.	-	Chairman	-
2.	<b>DECLARATION OF INTERESTS</b>  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.	<b>CHAIRMAN'S ANNOUNCEMENTS</b>		Chairman	10am – 10.02am
4.	<b>MINUTES</b>  Minutes of the 2 February 2012 meeting. <i>For approval</i>	A	Chairman	10.02am – 10.03am
5.	<b>MATTERS ARISING</b>  Matters arising from the 2 February 2012 meeting. <i>For approval</i>	B	Chairman	10.03am – 10.05am
6.	<b>MONTHLY REPORT FROM THE CHIEF EXECUTIVE – MARCH 2012</b> <i>for discussion</i>	C	Chief Executive	10.05am – 10.10am
7.	<b>QUALITY, FINANCE AND PERFORMANCE</b>			
7.1	<b>QUALITY AND PERFORMANCE REPORT (MONTH 10)</b> <i>For discussion and assurance</i>	D	Chief Operating Officer/Chief Nurse	10.10am – 10.30am
7.2	<b>PROGRESS AGAINST THE 2011-12 STABILISATION TO TRANSFORMATION PLAN</b> <i>For discussion and assurance</i>	E	Director of Finance and Procurement	10.30am – 10.45am
7.3	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Minutes of the meeting held on 25 January 2012 and cover sheet detailing the issues discussed at the 22 February 2012 meeting (formal Minutes of the latter to the 5 April 2012 Trust Board). <i>For noting and endorsement of any recommendations</i>	F & F1	Finance and Performance Committee Chair	10.45am – 10.46am

7.4	<b>EMERGENCY CARE TRANSFORMATION</b> <i>For discussion and assurance</i>	<b>G</b> (to follow)	Chief Operating Officer/Chief Nurse	10.46am – 11.10am
8.	<b>RISK</b>			
8.1	<b>STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK</b> <i>For discussion and assurance</i>	<b>H</b>	Medical Director	11.10am – 11.30am
9.	<b>REPORTS FROM BOARD COMMITTEES</b>			11.30am – 11.35am
9.1	<b>AUDIT COMMITTEE</b> Draft Minutes of the Audit Committee meeting held on 14 February 2012. <i>For noting and endorsement of any recommendations.</i>	<b>I</b>	Audit Committee Chair	
9.2	<b>GOVERNANCE AND RISK MANAGEMENT COMMITTEE</b> Minutes of the 26 January 2012 meeting and cover sheet detailing the issues discussed at the 23 February 2012 meeting (formal Minutes of the latter to the 5 April 2012 Trust Board). <i>For noting and endorsement of any recommendations</i>	<b>J &amp; J1</b>	GRMC Chair	
9.3	<b>RESEARCH AND DEVELOPMENT COMMITTEE</b> Minutes of the 6 February 2012 meeting. <i>For noting and endorsement of any recommendations</i>	<b>K</b>	Research and Development Committee Chair	
9.4	<b>WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE</b> The next meeting will be held on 26 March 2012 (Minutes to the 3 May 2012 Trust Board – verbal report to the 5 April 2012 Trust Board).	-		
10.	<b>CORPORATE TRUSTEE BUSINESS</b>			
10.1	<b>CHARITABLE APPROVALS</b> <i>for approval by the Trust Board as Corporate Trustee</i>	<b>L</b>	Director of Finance and Procurement	11.35am – 11.40am
10.2	<b>CHARITABLE FUNDS COMMITTEE</b> The next meeting will be held on 16 March 2012 (Minutes to the 5 April 2012 Trust Board).	-		-
11.	<b>TRUST BOARD BULLETIN – MARCH 2012</b>	<b>M</b>	-	-
12.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>		Chairman	11.40am – 12noon
13.	<b>ANY OTHER BUSINESS</b>		Chairman	12noon – 12.05pm
14.	<b>DATE OF NEXT MEETING</b>			-
	<b>An extraordinary public meeting will be held on Friday 30 March 2012 from 10am – 1pm, in Rooms 1A &amp; 1B, Gwendolen House, Leicester General Hospital site.</b>			

	<b>The next scheduled meeting thereafter will be on Thursday 5 April 2012 at 10am in Rooms 1A &amp; 1B, Gwendolen House, Leicester General Hospital site.</b>			
15.	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> 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 16-27).			-
16.	<b>DECLARATIONS OF INTERESTS</b> 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.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 2 February 2012 meeting. <i>For approval</i>	<b>N</b> (to follow)	<b>Chairman</b>	12.20pm – 12.21pm
18.	<b>MATTERS ARISING</b> Confidential matters arising from the 2 February 2012 meeting. <i>For approval</i>	<b>O</b>	<b>Chairman</b>	12.21pm – 12.25pm
18.1	<u>Reports from the Director of Strategy and the Director of Human Resources (Minute 43/12)</u>	<b>Verbal</b>	<b>Director of Strategy/Director of Human Resources</b>	12.25pm – 12.35pm
19.	<b>REPORTS FROM THE DIRECTOR OF HUMAN RESOURCES</b>	<b>P &amp; Q</b>	<b>Director of Human Resources</b>	12.35pm – 1.40pm
20.	<b>REPORTS FROM THE CHIEF EXECUTIVE</b>	<b>R &amp; R1</b>	<b>Chief Executive</b>	1.40pm – 2.25pm
21.	<b>REPORTS FROM THE DIRECTOR OF FINANCE AND PROCUREMENT</b>	<b>S &amp; S1</b>	<b>Director of Finance and Procurement</b>	2.25pm – 2.45pm
22.	<b>REPORTS FROM THE DIRECTOR OF STRATEGY</b>	<b>T-T2</b> (T to follow)	<b>Director of Strategy</b>	2.45pm – 3.15pm
23.	<b>REPORT FROM THE CHIEF OPERATING OFFICER/ CHIEF NURSE</b>	<b>verbal</b>	<b>Chief Operating Officer/Chief Nurse</b>	3.15pm – 3.20pm
24.	<b>CONFIDENTIAL TRUST BOARD BULLETIN</b>	<b>U</b>	-	-
25.	<b>REPORTS FROM BOARD COMMITTEES</b>			3.20pm – 3.21pm
25.1	<b>AUDIT COMMITTEE</b> Draft confidential Minutes of the 14 February 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	<b>V</b>	<b>Audit Committee Chair</b>	

<b>25.2</b>	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Confidential Minutes of the 25 January 2012 meeting. Committee Chair to report verbally on the 22 February 2012 meeting. <i>For noting and endorsement of any recommendations</i>	<b>W &amp; W1</b>	<b>Finance and Performance Committee Chair</b>	
<b>25.1</b>	<b>GOVERNANCE AND RISK MANAGEMENT COMMITTEE</b> Confidential Minutes of the 26 January 2012 meeting. GRMC Chair to report verbally on the 23 February 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	<b>X &amp; X1</b>	<b>GRMC Chair</b>	
<b>26.</b>	<b>ANY OTHER BUSINESS</b>	<b>-</b>	<b>Chairman</b>	3.21pm – 3.23pm
<b>27.</b>	<b>MEETING EVALUATION</b>	<b>-</b>	<b>Chairman</b>	3.23pm – 3.25pm

Helen Stokes  
**Senior Trust Administrator**