

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 28 JUNE 2012 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.	<b>APOLOGIES FOR ABSENCE AND WELCOME</b> To receive apologies for absence, including Dr K Harris, Medical Director. Dr B Collett, Associate Medical Director will attend in his absence.	-	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 28 May and 7 June 2012 Trust Board meetings. <i>For approval</i>	<b>A &amp; A1</b>	Chairman	10.02am – 10.05am
5.	<b>MATTERS ARISING</b>  Matters arising from the 28 May and 7 June 2012 meetings. <i>For approval</i>	<b>B</b>	Chairman	10.05am – 10.15am
6.	<b>MONTHLY REPORT FROM THE CHIEF EXECUTIVE – JUNE 2012 UPDATE</b> <i>For discussion</i>	<b>C</b>	Chief Executive	10.15am – 10.25am
7.	<b>LLR RECONFIGURATION UPDATE – BETTER CARE TOGETHER</b> <i>For information and assurance</i>	<b>D</b>	LLR PCT Cluster Chief Executive	10.25am – 10.40am
8.	<b>QUALITY, FINANCE AND PERFORMANCE</b>			
8.1	<b>MONTH 2 QUALITY FINANCE AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT RETURN</b> <i>For assurance</i>  <b>Consideration of this item will be structured as follows:-</b>	<b>E - H</b>	Executive Directors	10.40am – 11.40am
8.1.1	The <b>Non-Executive Director Chairs</b> of the <b>GRMC</b>			

	and <b>Finance and Performance Committee</b> will be invited to comment verbally on the month 2 position, as considered at their meetings on 25 and 27 June 2012 respectively. Minutes of their Committee meetings held on 21 and 23 May 2012 respectively are also attached for noting and endorsement of any recommendations. The Non-Executive Director Chair of the <b>Workforce and Organisational Development Committee</b> will also report verbally on that Committee's meeting of 25 June 2012 (Minutes to the 26 July 2012 Trust Board).			
8.1.2	<b>Lead Executive Directors</b> (Chief Operating Officer/Chief Nurse/Medical Director, Director of Human Resources and Director of Finance and Procurement) will then be invited to comment on their respective sections of the month 2 report.			
8.1.3	<b>All Trust Board members</b> will then be invited to make any further comments/queries on the month 2 report.			
<b>8.2</b>	<b>EMERGENCY CARE UPDATE</b> <i>For assurance</i>	<b>I</b>	<b>Medical Director</b>	11.40am – 11.55am
<b>8.3</b>	<b>UHL QUALITY ACCOUNT 2011-12</b> <i>For assurance and approval</i>  • <b>Statement of Directors' Responsibilities</b>	<b>J</b>	<b>Medical Director</b>	11.55am – 12.05pm
<b>8.4</b>	<b>UHL ANNUAL REPORT 2011-12</b> <i>For approval</i>	<b>K</b>	<b>Director of Communications and External Relations</b>	12.05pm – 12.15pm
<b>8.5</b>	<b>2012-13 CQUIN SCHEME – MAKING EVERY CONTACT COUNT (MECC)</b> <i>For assurance</i>	<b>L</b>	<b>Director of Communications and External Relations</b>	12.15pm – 12.25pm
<b>9.</b>	<b>RISK</b>			
<b>9.1</b>	<b>STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK</b> <i>For discussion and assurance</i>	<b>M</b>	<b>Director of Safety and Risk (on behalf of the Medical Director)</b>	12.25pm – 12.40pm
<b>10.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			12.40pm – 12.42pm
<b>10.1</b>	<b>AUDIT COMMITTEE</b> Minutes of the 29 May 2012 meeting. <i>For noting and endorsement of any recommendations</i>	<b>N</b>	<b>Audit Committee Chair</b>	
<b>10.2</b>	<b>RESEARCH AND DEVELOPMENT COMMITTEE</b> Minutes of the 14 May 2012 meeting (11 June 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	<b>O</b>	<b>Research and Development Committee Chair</b>	
<b>11.</b>	<b>TRUST BOARD BULLETIN – JUNE 2012</b> <i>No papers circulated</i>	-	-	-
<b>12.</b>	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>		<b>Chairman</b>	12.42pm – 1.02pm

13.	<b>ANY OTHER BUSINESS</b>		Chairman	1.02pm – 1.04pm
14.	<b>DATE OF NEXT MEETING</b>			
	<b>Thursday 26 July 2012</b> from 10am (venue to be confirmed).			
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 16-25).			
<b>15 minute comfort break</b>				
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>REPORT FROM THE CHAIRMAN</b>	<b>P</b>	Chairman	1.20pm – 1.50pm
18.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 28 May and 7 June 2012 meetings. <i>For approval</i>	<b>Q &amp; Q1</b>	Chairman	1.50pm – 1.55pm
19.	<b>MATTERS ARISING</b> Confidential matters arising from the 28 May and 7 June 2012 meeting. <i>For approval</i>	<b>R</b>	Chairman	1.55pm – 2.05pm
20.	<b>REPORT FROM THE DIRECTOR OF STRATEGY</b>	<b>S (to follow)</b>	Director of Strategy	2.05pm – 2.20pm
21.	<b>CONFIDENTIAL TRUST BOARD BULLETIN</b>	<b>T</b>	-	-
22.	<b>CORPORATE TRUSTEE BUSINESS</b>	<b>U &amp; U1 (to follow)</b>	Director of Finance and Procurement	2.20pm – 2.35pm
23.	<b>REPORTS FROM BOARD COMMITTEES</b>			2.35pm – 2.40pm
23.1	<b>AUDIT COMMITTEE</b> Confidential Minutes of the 29 May 2012 meeting. <i>For noting and endorsement of any recommendations</i>	<b>V</b>	Audit Committee Chair	
23.2	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Confidential Minutes of the 23 May 2012 meeting. Committee Chair to report verbally on the 27 June 2012 meeting. <i>For noting and endorsement of any recommendations</i>	<b>W</b>	Finance and Performance Committee Chair	

23.3	<b>GOVERNANCE AND RISK MANAGEMENT COMMITTEE</b> Confidential Minutes of the 21 May 2012 meeting. GRMC Chair to report verbally on the 25 June 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	X	GRMC Chair	
23.4	<b>REMUNERATION COMMITTEE</b> Minutes of the 18 May, 25 May and 7 June 2012 meetings. <i>For noting and endorsement of any recommendations.</i>	Y – Y2	Trust Chairman	
24.	<b>ANY OTHER BUSINESS</b>	-	Chairman	2.40pm – 2.45pm
25.	<b>MEETING EVALUATION</b>	-	Chairman	

Helen Stokes  
**Senior Trust Administrator**