

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 29 NOVEMBER 2012 FROM 9AM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Public meeting commences at 12noon

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-11).			-
2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
10.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 October 2012 meeting. Finance and Performance Committee Chair to report verbally on the 28 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	H	Finance and Performance Committee Chair	
10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

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17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
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17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
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17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 29 NOVEMBER 2012 FROM 9AM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Public meeting commences at 12noon

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-11).			-
2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
10.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 October 2012 meeting. Finance and Performance Committee Chair to report verbally on the 28 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	H	Finance and Performance Committee Chair	
10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

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17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

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Public meeting commences at 12noon

AGENDA

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2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
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5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
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11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
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14.	MINUTES			12.02pm – 12.05pm
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	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
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18.	RISK			
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19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
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Helen Stokes
Senior Trust Administrator

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TRUST BOARD

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8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

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11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
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14.	MINUTES			12.02pm – 12.05pm
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	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
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17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
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18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
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11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 29 NOVEMBER 2012 FROM 9AM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Public meeting commences at 12noon

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-11).			-
2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
10.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 October 2012 meeting. Finance and Performance Committee Chair to report verbally on the 28 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	H	Finance and Performance Committee Chair	
10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
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16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
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17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

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Public meeting commences at 12noon

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2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
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6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
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11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
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14.	MINUTES			12.02pm – 12.05pm
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	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
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17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
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17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
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18.	RISK			
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19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
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Senior Trust Administrator

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4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
10.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 October 2012 meeting. Finance and Performance Committee Chair to report verbally on the 28 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	H	Finance and Performance Committee Chair	
10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 29 NOVEMBER 2012 FROM 9AM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Public meeting commences at 12noon

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-11).			-
2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
10.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 October 2012 meeting. Finance and Performance Committee Chair to report verbally on the 28 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	H	Finance and Performance Committee Chair	
10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
17.4.2	Lead Executive Directors (Interim Director of Operations, Chief Nurse and Deputy Chief Executive, Medical Director, Director of Human Resources and Director of Finance and Business Services) will then be invited to comment on their respective sections of the month 7 report. Interim Director of Operations will introduce the monthly update on emergency care , for discussion.		Executive Directors	
17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

17.4.4	All Trust Board members will then be invited to make any further comments/queries on the month 7 report.		All Trust Board members	
17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

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Public meeting commences at 12noon

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2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	Chairman	-
3.	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 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.			-
4.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 October 2012 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	MATTERS ARISING Confidential matters arising from the 25 October 2012 meeting. <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	REPORTS FROM THE INTERIM CHIEF EXECUTIVE	C & C1	Interim Chief Executive	9.10am – 9.40am
7.	REPORTS FROM THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	9.40am – 10.45am
8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
10.	REPORTS FROM BOARD COMMITTEES			11.25am – 11.28am
10.1	AUDIT COMMITTEE Confidential Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board.	-		
10.2	EMPATH PROGRAMME BOARD Minutes of the 29 October meeting. <i>For noting</i>	G	Director of Human Resources/ Director of Finance and Business Services	
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10.4	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 22 October 2012 meeting. GRMC Chair to report verbally on the 26 November 2012 meeting. <i>For noting and endorsement of any recommendations</i>	I	GRMC Chair	
11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
13.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12noon – 12.02pm
14.	MINUTES			12.02pm – 12.05pm
	Minutes of the 25 October 2012 meeting. <i>For approval</i>	J	Chairman	
15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
16.	MONTHLY REPORT FROM THE INTERIM CHIEF	L	Interim Chief Executive	12.15pm – 12.20pm

	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
17.	QUALITY AND SAFETY			
17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
17.1.1	<u>'2 good/2 bad' clinical quality issues</u>	Presentation		
17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
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17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

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17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator

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TRUST BOARD

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8.	REPORT FROM THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	10.45am – 11.05am

9.	REPORT FROM THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	F	UHL Chairman/ Director of Corporate and Legal Affairs	11.05am – 11.25am
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11.	ANY OTHER BUSINESS	-	Chairman	11.28am to 11.30am
<i>comfort break prior to commencing the public section of the meeting (11.30am – 12noon)</i>				
12.	DECLARATION OF INTERESTS	-	Chairman	-
	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.			
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14.	MINUTES			12.02pm – 12.05pm
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15.	MATTERS ARISING			
	Matters arising from the 25 October 2012 meeting. <i>For approval</i>	K	Chairman	12.05pm – 12.15pm
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	EXECUTIVE – NOVEMBER 2012 UPDATE <i>For discussion</i>			
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17.1	CLINICAL QUALITY <i>For assurance</i>	(M & M1)	Chief Nurse/ Deputy Chief Executive	12.20pm – 12.50pm
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17.1.2	<u>UHL Quality Strategy</u>	M		
17.1.3	<u>Data quality</u>	M1		
17.2	THEMATIC REVIEW OF UHL NEVER EVENTS – UPDATE ON WORKSTREAMS <i>For assurance</i>	N	Medical Director	12.50pm – 1.05pm
17.3	GOVERNANCE <i>For assurance</i>	(O – O2)		
17.3.1	<u>UHL Organisational Development Plan</u>	O	Director of Human Resources	1.05pm – 1.25pm
17.3.2	<u>Appointment of a Senior Independent Director</u>	O1	UHL Chairman/ Director of Corporate and Legal Affairs	1.25pm – 1.30pm
17.3.3	<u>FT Update</u>	O2	Interim Chief Executive	1.30pm – 1.40pm
17.4	MONTH 7 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN <i>For assurance and approval of the PMR return</i>	P – T (paper T to follow)	Executive Directors	1.40pm – 2.10pm
17.4.1	<i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chairs of the GRMC and Finance and Performance Committee will be invited to comment verbally on the month 7 position, as considered at their meetings on 26 and 28 November 2012 respectively. Minutes of their Committee meetings held on 22 and 24 October 2012 respectively are also attached for noting and endorsement of any recommendations.		GRMC and Finance and Performance Committee Non- Executive Director Chairs	
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17.4.3	The Director of Finance and Business Services will introduce the 2012-13 financial recovery update , for discussion.		Director of Finance and Business Services	

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17.4.5	Interim Chief Executive will invite the Trust Board to consider and approve the Provider Management Regime return, as contained within the month 7 quality and performance report.		Interim Chief Executive	
18.	RISK			
18.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	U	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
19.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.29pm
19.1	AUDIT COMMITTEE Minutes of the 13 November 2012 meeting will be submitted to the 20 December 2012 Trust Board. The Trust Board is invited to approve the Annual Audit Letter (attached at paper V), as endorsed by the 13 November 2012 Audit Committee. <i>For approval</i>	V	Audit Committee Chair	
19.2	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 8 October 2012 meeting (5 November 2012 meeting cancelled). <i>For noting and endorsement of any recommendations</i>	W	Research and Development Committee Chair	
20.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.29pm – 2.49pm
21.	ANY OTHER BUSINESS	-	Chairman	2.49pm – 2.50pm
22.	DATE OF NEXT MEETING			
	Thursday 20 December 2012*** from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary) ***Please note the change from 31 December 2012	-		

Helen Stokes
Senior Trust Administrator