

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 30 AUGUST 2012 FROM 10AM IN ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL\***

**AGENDA**

***\*Please take papers as read***

| <b>Item no.</b> | <b>Item</b>  | <b>Paper ref:</b>       | <b>Lead</b>             | <b>Discussion time</b> |
|-----------------|--|-------------------------|-------------------------|------------------------|
| <b>1.</b>       | <b>APOLOGIES FOR ABSENCE AND WELCOME</b><br>To receive apologies for absence, including Dr K Harris Medical Director, and Mr S Ward Director of Corporate and Legal Affairs. To welcome both Dr P Rabey, Divisional Director Women's and Children's in the Medical Director's absence, and also the other Divisional Directors attending this meeting. To welcome also Mr S Murray, Head of Legal Services, in the Director of Corporate and Legal Affairs' absence. | -                       | Chairman                | -                      |
| <b>2.</b>       | <b>DECLARATION OF INTERESTS</b>  | -                       | 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.  |                         |                         |                        |
| <b>3.</b>       | <b>CHAIRMAN'S ANNOUNCEMENTS</b>  | -                       | Chairman                | 10am – 10.02am         |
| <b>4.</b>       | <b>MINUTES</b>   |                         |                         |                        |
|                 | Minutes of the 26 July 2012 meeting. <i>For approval</i>   | <b>A</b>                | Chairman                | 10.02am – 10.03am      |
| <b>5.</b>       | <b>MATTERS ARISING</b>   |                         |                         |                        |
|                 | Matters arising from the 26 July 2012 meeting. <i>For approval</i>   | <b>B</b>                | Chairman                | 10.03am – 10.10am      |
| <b>6.</b>       | <b>MONTHLY REPORT FROM THE INTERIM CHIEF EXECUTIVE – AUGUST 2012 UPDATE</b> <i>For discussion</i>  | <b>C</b>                | Interim Chief Executive | 10.10am – 10.20am      |
| <b>7.</b>       | <b>QUALITY AND SAFETY</b>  |                         |                         |                        |
| <b>7.1</b>      | <b>SAFE AND SUSTAINABLE – CHILDREN'S CARDIAC SURGERY SERVICES AND AN UPDATE ON THE NATIONAL REVIEW OF ADULT CONGENITAL HEART DISEASE</b> <i>For assurance and decision</i>   | <b>D</b><br>(to follow) | Interim Chief Executive | 10.20am – 10.50am      |

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| 7.2   | <b>FRACTURED NECK OF FEMUR PERFORMANCE</b><br><i>For assurance</i>   | E                | Divisional Director Planned Care, and Dr A Brown Consultant Orthopaedic Surgeon      | 10.50am – 11.10am |
| 7.3   | <b>UHL RESPONSE TO THE APPRECIATIVE ENQUIRY</b><br><i>For approval</i>   | F                | Chief Operating Officer/Chief Nurse  | 11.10am – 11.25am |
| 7.4   | <b>EMERGENCY CARE MONTHLY UPDATE</b><br><i>For assurance.</i> To be introduced by the Chief Operating Officer/Chief Nurse and the Divisional Director Women's and Children's in the absence of the Medical Director.   | G<br>(to follow) | Chief Operating Officer/Chief Nurse/Divisional Director, Women's and Children's      | 11.25am – 11.45am |
| 7.5   | <b>MONTH 4 QUALITY AND PERFORMANCE REPORT INCLUDING THE PROVIDER MANAGEMENT REGIME RETURN</b> <i>For assurance and approval of the PMR</i>   | H – J            | Executive Directors  | 11.45am – 12.10pm |
| 7.5.1 | <b>Consideration of this item will be structured as follows:-</b><br><br>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 4 position, as considered at their meetings on 20 and 29 August 2012 respectively. Minutes of their Committee meetings held on 23 and 25 July 2012 respectively are also attached for noting and endorsement of any recommendations (including approval of the GRMC Annual Review for 2011-12). |                  | GRMC and Finance and Performance Committee Non-Executive Director Chairs             |                   |
| 7.5.2 | <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 4 report.   |                  | Executive Directors  |                   |
| 7.5.3 | <b>All Trust Board members</b> will then be invited to make any further comments/queries on the month 4 report.  |                  | All Trust Board members  |                   |
| 7.5.4 | <b>Interim Chief Executive</b> will invite the Trust Board to <b>consider and approve</b> the Provider Management Regime return, as contained within the month 4 quality and performance report.   |                  | Interim Chief Executive  |                   |
| 8.    | <b>RISK</b>  |                  |  |                   |
| 8.1   | <b>STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK</b><br><i>For discussion and assurance</i>  | K                | Divisional Director, Women's and Children's (in the absence of the Medical Director) | 12.10pm – 12.30pm |
| 9.    | <b>REPORTS FROM BOARD COMMITTEES</b>   |                  |  | 12.30pm – 12.32pm |
|       |  |                  | -  |                   |

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| 9.1                            | <b>AUDIT COMMITTEE</b><br>Minutes of the 4 September 2012 meeting will be submitted to the 27 September 2012 Trust Board.   | - |  |                   |
| 9.2                            | <b>RESEARCH AND DEVELOPMENT COMMITTEE</b><br>Minutes of the 13 August 2012 meeting for noting and approval of any recommendations.  | L | Research and Development Committee Chair |                   |
| 9.3                            | <b>WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE</b><br>Minutes of the 17 September 2012 meeting will be submitted to the 25 October 2012 Trust Board.   | - | -  |                   |
| 10.                            | <b>TRUST BOARD BULLETIN – AUGUST 2012</b>   | M | -  |                   |
| 11.                            | <b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>  | - | Chairman                                 | 12.32pm – 12.52pm |
| 12.                            | <b>ANY OTHER BUSINESS</b>   | - | Chairman                                 | 12.52pm – 12.54pm |
| 13.                            | <b>DATE OF NEXT MEETING AND TRUST ANNUAL PUBLIC MEETING 2012</b>  |   |  | 12.54pm – 12.55pm |
|                                | <b>Thursday 27 September 2012</b> from 10am (venue to be confirmed).<br><br>The Trust's 2012 Annual Public Meeting will be held on <b>Saturday 22 September 2012</b> from <b>11.30am</b> in the <b>The Royal Restaurant, Balmoral Building, Leicester Royal Infirmary</b> (health fair in the same venue from 9.30am).  | - |  |                   |
| 14.                            | <b>EXCLUSION OF THE PRESS AND PUBLIC</b><br>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 15-24).                                |   |  | -                 |
| <b>15 minute comfort break</b> |   |   |  |                   |
| 15.                            | <b>DECLARATIONS OF INTERESTS</b><br>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. |   |  |                   |
| 16.                            | <b>CONFIDENTIAL MINUTES</b><br>Confidential Minutes of the 26 July 2012 meeting. <i>For approval</i>  | N | Chairman                                 | 1.10pm – 1.12pm   |
| 17.                            | <b>MATTERS ARISING</b><br>Confidential matters arising from the 26 July 2012  | O | Chairman                                 | 1.12pm – 1.20pm   |

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|      | meeting. <i>For approval</i>  |                         |   |                 |
| 18.  | <b>REPORT FROM THE DIRECTOR OF FINANCE AND PROCUREMENT</b>  | <b>P</b><br>(to follow) | <b>Director of Finance and Procurement</b>      | 1.20pm – 1.30pm |
| 19.  | <b>REPORT FROM THE INTERIM CHIEF EXECUTIVE</b>  | <b>Q</b><br>(to follow) | <b>Interim Chief Executive</b>                  | 1.30pm – 2.15pm |
| 20.  | <b>REPORT FROM THE DIRECTOR OF STRATEGY</b>   | <b>R</b>                | <b>Director of Strategy</b>                     | 2.15pm – 2.45pm |
| 21.  | <b>CONFIDENTIAL TRUST BOARD BULLETIN</b>  | <b>S</b>                | -   | -               |
| 22.  | <b>REPORTS FROM BOARD COMMITTEES</b>  |                         |   | 2.45pm – 2.50pm |
| 22.1 | <b>FINANCE AND PERFORMANCE COMMITTEE</b><br>Confidential Minutes of the 25 July 2012 meeting. Committee Chair to report verbally on the 29 August 2012 meeting. <i>For noting and endorsement of any recommendations</i>    | <b>T</b>                | <b>Finance and Performance Committee Chair</b>  |                 |
| 22.2 | <b>GOVERNANCE AND RISK MANAGEMENT COMMITTEE</b><br>Confidential Minutes of the 23 July 2012 meeting. GRMC Chair to report verbally on the 20 August 2012 meeting. <i>For noting and endorsement of any recommendations.</i> | <b>U</b>                | <b>GRMC Chair</b>                               |                 |
| 22.3 | <b>RESEARCH &amp; DEVELOPMENT COMMITTEE</b><br>Confidential Minutes of the 13 August 2012 meeting. <i>For noting and endorsement of any recommendations.</i>  | <b>V</b>                | <b>Research and Development Committee chair</b> |                 |
| 22.4 | <b>REMUNERATION COMMITTEE</b><br>Confidential Minutes of the 1 August 2012 meeting. <i>For noting and endorsement of any recommendations.</i>   | <b>W</b>                | <b>Remuneration Committee Chairman</b>          |                 |
| 23.  | <b>ANY OTHER BUSINESS</b>   | -                       | <b>Chairman</b>                                 | 2.50pm – 2.55pm |
| 24.  | <b>MEETING EVALUATION</b>   | -                       | <b>Chairman</b>                                 | 2.55pm – 3pm    |

Helen Stokes  
Senior Trust Administrator