

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 7 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.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence, including Ms J Wilson, Non-Executive Director, Mr D Tracy, Non-Executive Director and Professor D Wynford-Thomas, Non-Executive Director.	-	Chairman	-
2.	DECLARATION OF INTERESTS	-	Chairman	10am – 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 – 10.05am
4.	MINUTES AND MATTERS ARISING			
	Minutes of (and any matters arising from) the 28 May 2012 Trust Board meeting will be taken at the 28 June 2012 Trust Board.	-		
5.	FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2011-12			10.05am – 11.05am
5.1	UHL STATUTORY ACCOUNTS 2011-12 AND MANAGEMENT RESPONSE TO THE ISA 260 REPORT <i>For approval</i>	A (appendix 2 to follow)	Director of Finance and Procurement	
5.2	ANNUAL GOVERNANCE STATEMENT (AGS) 2011-12 <i>For assurance and approval</i>	B	Chief Executive	
5.3	AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND AGS 2011-12 Verbal report on the Audit Committee's consideration of the statutory accounts 2011-12 (meeting held on 29 May 2012). <i>For assurance</i>	verbal	Audit Committee Chair	
5.4	LETTER OF REPRESENTATION Including comments at paragraph 14(a) re: the Gerald Eve revaluation exercise. <i>For approval</i>	C	Director of Finance and Procurement	

5.5	APPROVALS The Trust Board is invited to:- <ul style="list-style-type: none"> • note the contents of the reports in section 5; • approve the statutory accounts for the year ending 31 March 2012, and • approve the signing (in non-black ink) of the relevant certificates by members of the Trust Board, as follows (<i>signatories are shown in brackets</i>):- 	-	Identified signatories	
	<ul style="list-style-type: none"> ○ Statement of Directors' responsibilities in respect of Internal Control (<i>Chief Executive</i>); ○ Annual Governance Statement 2011-12 (<i>Chief Executive</i>); ○ Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust (<i>Chief Executive</i>), and Statement of Directors' Responsibilities in respect of the accounts (<i>Chief Executive, and the Director of Finance and Procurement</i>); ○ Balance Sheet (<i>Chief Executive</i>), and ○ Letter of Representation (<i>Chief Executive</i>) 			
6.	EMERGENCY CARE			11.05am – 11.35am
6.1	EMERGENCY DEPARTMENT PLAN To receive a verbal update on plans for the UHL Emergency Department.	verbal	Chief Executive/Chief Operating Officer/Chief Nurse/Medical Director	
7.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANACTED AT THIS MEETING	-	Chairman	11.35am – 11.55am
8.	ANY OTHER BUSINESS	-	Chairman	11.55am – 11.56am
9.	DATE OF NEXT MEETING			
	Thursday 28 June 2012 from 10am in rooms 1A & 1B, Gwendolen House, LGH site.			
10.	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 11-14).			
5 minute comfort break				

11.	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.			12.01pm – 12.02pm
12.	CONFIDENTIAL MINUTES AND MATTERS ARISING Confidential Minutes of (and matters arising from) the 28 May 2012 meeting will be taken at the 28 June 2012 Trust Board.	-		-
13.	ANY OTHER BUSINESS	-	Chairman	12.02pm – 12.04pm
14.	MEETING EVALUATION	-	Chairman	12.04pm – 12.05pm

Helen Stokes
Senior Trust Administrator