

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON FRIDAY 20 DECEMBER 2013 FROM 10AM IN SEMINAR ROOMS 2 AND 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL

Public meeting commences at 1pm

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 AND WELCOME To receive apologies for absence from Mr I Sadd Non-Executive Director.	-	Acting Chairman	10am – 10.05am
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.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Acting Chairman and Chief Executive	10.05am – 10.15am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 28 November 2013 meeting and 21 November 2013 Trust Board Development Session. <i>For approval</i> Confidential Minutes of the additional Trust Board meeting held on 13 December 2013 will be submitted to the 30 January 2014 meeting for approval.	A & A1	Acting Chairman	10.15am – 10.20am
6.	MATTERS ARISING Confidential action log from the 28 November 2013 Trust Board meeting. <i>For approval</i>	B (to follow)	Acting Chairman	10.20am – 10.25am
7.	REPORT BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES <i>Prejudicial to the conduct of public affairs</i>	C (to follow)	Director of Finance and Business Services	10.25am – 10.55am
8.	REPORT BY THE DIRECTOR OF STRATEGY <i>Commercial interests and prejudicial to the conduct of public affairs</i>	D (to follow)	Director of Strategy	10.55am – 11.15am

9.	REPORTS BY THE DIRECTOR OF HUMAN RESOURCES <i>Personal information and prejudicial to the conduct of public affairs</i>	E – E2	Director of Human Resources	11.15am – 11.45am
10.	REPORT BY THE CHIEF OPERATING OFFICER <i>Commercial interests and prejudicial to the conduct of public affairs</i>	F (to follow)	Chief Operating Officer	11.45am – 12.05pm
11.	REPORT BY THE MEDICAL DIRECTOR <i>Personal information and prejudicial to the conduct of public affairs</i>	G (to be tabled)	Medical Director	12.05pm – 12.15pm
12.	REPORTS FROM BOARD COMMITTEES			12.15pm - 12.20pm
12.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 27 November 2013 meeting for noting. <i>Commercial interests and prejudicial to the conduct of public affairs</i>	H	Ms J Wilson, Non-Executive Director	
12.2	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 27 November 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	I	Quality Assurance Committee Chair	
12.3	REMUNERATION COMMITTEE Confidential Minutes of the 27 November 2013 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i>	J	Acting Chairman	
13.	ANY OTHER BUSINESS	-	Acting Chairman	12.20pm – 12.25pm
Lunch break from 12.25pm to 1pm prior to commencing the public section of the meeting				
14.	DECLARATION OF INTERESTS	-	Acting 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.			
15.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS		Acting Chairman/ Chief Executive	1pm – 1.05pm
16.	MINUTES			
	Minutes of the 28 November 2013 Trust Board meeting. <i>For approval</i>	K	Acting Chairman	1.05pm – 1.10pm
17.	MATTERS ARISING			
	Action log from the 28 November 2013 meeting. <i>For approval</i>	L	Acting Chairman	1.10pm – 1.15pm
18.	REPORTS BY THE CHIEF EXECUTIVE			
18.1	MONTHLY UPDATE REPORT – DECEMBER 2013 <i>For discussion and assurance</i>	M	Chief Executive	1.15pm – 1.20pm
19.	CLINICAL QUALITY AND SAFETY			

19.1	PATIENT EXPERIENCE <i>For discussion and assurance</i>	N Presentation	Chief Nurse	1.20pm – 1.35m
20.	HUMAN RESOURCES			
20.1	QUARTERLY UPDATE ON WORKFORCE AND ORGANISATIONAL DEVELOPMENT <i>For discussion and assurance</i>	O	Director of Human Resources	1.35pm – 1.50pm
20.2	REWARD AND RECOGNITION STRATEGY <i>For discussion and approval</i>	P	Director of Human Resources	1.50pm – 1.55pm
20.3	LISTENING INTO ACTION UPDATE <i>For discussion and assurance</i>	Q	Director of Human Resources	1.55pm – 2pm
21.	QUALITY AND PERFORMANCE <i>For assurance</i>			
21.1	<p>MONTH 8 QUALITY AND PERFORMANCE REPORT <i>For assurance</i></p> <p>Consideration of this item will be structured as follows:-</p> <p>The Non-Executive Director Chair of the Quality Assurance Committee will be invited to comment verbally on the month 8 position, as considered at the meeting held on 17 December 2013 (the Minutes of which will be presented to the 30 January 2014 Trust Board). Minutes of the 27 November 2013 Quality Assurance Committee meeting are also attached for noting and endorsement of any recommendations.</p> <p>Ms J Wilson, Non-Executive Director to be invited to comment verbally on the month 8 position, as considered at the Finance and Performance Committee meeting held on 18 December 2013 (the Minutes of which will be presented to the 30 January 2014 Trust Board). Minutes of the 27 November 2013 Finance and Performance Committee meeting are also attached for noting and endorsement of any recommendations.</p> <p>Lead Executive Directors will then be invited to comment on their respective sections of the month 8 report, specifically:-</p> <p>(a) Chief Nurse – patient safety and quality, quality commitment, patient experience and facilities management performance;</p> <p>(b) Medical Director – mortality rates;</p> <p>(c) Chief Operating Officer – operational performance and exception reports,</p> <p>(d) Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance, and</p> <p>(e) Director of Finance and Business Services – Month 8 financial position, capital programme and financial year-end forecast.</p>	<p>R</p> <p>R1</p> <p>R2</p> <p>R3 – R4 (R3 to follow)</p>	<p>Quality Assurance Chair</p> <p>Ms J Wilson, Non-Executive Director</p> <p>Lead Executive Directors</p> <p>Chief Nurse</p> <p>Medical Director Chief Operating Officer</p> <p>Director of Human Resources</p> <p>Director of Finance and Business Services</p>	<p>2pm – 2.45pm</p>
21.2	EMERGENCY CARE PERFORMANCE AND		Chief Operating	

	RECOVERY PLAN <i>For discussion and assurance</i>	S (to follow)	Officer	2.45pm – 3pm
21.3	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	T (to follow)	Director of Corporate and Legal Affairs	3pm – 3.05pm
22.	STRATEGY AND FORWARD PLANNING			
22.1	SECURING SUSTAINABLE SERVICES <i>For discussion and assurance</i>	U	Director of Strategy	3.05pm – 3.10pm
22.2	DRAFT ANNUAL OPERATIONAL PLANS 2014-15 AND 2015-16 <i>For discussion and assurance</i>	V (to follow)	Director of Strategy	3.10pm – 3.20pm
22.3	UHL TRAVEL PLAN <i>For discussion and approval</i>	W	Director of Strategy	3.20pm – 3.30pm
23.	RISK			
23.1	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	X	Chief Nurse	3.30pm – 3.40pm
24.	GOVERNANCE			
24.1	WORKFORCE AND SERVICE EQUALITY AND DIVERSITY UPDATE <i>For discussion and assurance</i>	Y	Director of Human Resources	3.40pm – 3.50pm
24.2	ASSURANCE AND ESCALATION FRAMEWORK <i>For discussion and assurance</i>	Z (to follow)	Director of Corporate and Legal Affairs	3.50pm – 4pm
24.3	TRUST BOARD CALENDAR OF BUSINESS <i>For discussion and assurance</i>	AA (to follow)	Director of Corporate and Legal Affairs	4pm – 4.05pm
25.	TRUST BOARD BULLETIN – DECEMBER 2013	BB	-	-
26.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANACTED AT THIS MEETING	-	Acting Chairman	4.05pm – 4.25pm
27.	ANY OTHER BUSINESS	-	Acting Chairman	4.25pm – 4.30pm
28.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 30 January 2014 from 9.00am in Seminar Rooms 2 and 3, Clinical Education Centre, Glenfield Hospital.	-		

Kate Rayns
Trust Administrator