

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 25 JULY 2013 FROM 10.30AM IN SEMINAR ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

**Public meeting commences at 1pm**

**AGENDA**

**Please take papers as read**

<b>Item no.</b>	<b>Item</b>	<b>Paper ref:</b>	<b>Lead</b>	<b>Discussion time</b>
1.	<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 1-12).			-
2.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies from Mr P Panchal, Non-Executive Director and Mr M Wightman, Director of Marketing and Communications. To note that Ms T Jones, Head of Communications will be in attendance.	-	Chairman	-
3.	<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 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.	<b>CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Chairman and Chief Executive	10.30am – 10.40am
5.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 27 June 2013 meeting. <i>For approval</i>	A	Chairman	10.40am – 10.45am
6.	<b>MATTERS ARISING</b> Confidential action logs from the 24 June 2013 Trust Board development session and the 27 June 2013 Trust Board meeting. <i>For approval</i>	B & B1 (B to follow)	Chairman	10.45am – 10.50am
7.	<b>REPORT BY THE CHIEF EXECUTIVE</b>	C	Chief Executive	10.50am – 11.05am
8.	<b>REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES</b> <i>Commercial interests</i>	D & D1 (D1 to follow)	Director of Finance and Business Services	11.05am – 11.35am

9.	<b>REPORTS BY THE DIRECTOR OF HUMAN RESOURCES</b> <i>Personal information, commercial interests and prejudicial to the conduct of public affairs</i>	E & E1	Director of Human Resources	11.35pm – 11.55pm
10.	<b>REPORT BY THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b> <i>Prejudicial to the conduct of public affairs</i>	F	Chairman/ Director of Corporate and Legal Affairs	11.55am – 12.20pm
11.	<b>REPORTS FROM BOARD COMMITTEES</b>			12.20pm – 12.25pm
11.1	<b>EMPATH PROGRAMME BOARD</b> Minutes of the 24 June 2013 meeting and Consolidated Director's report for noting. <i>Commercial interests</i>	G & G1 (G1 to follow)	Mr R Kilner, Non-Executive Director	
11.2	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 18 June 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	H	Quality Assurance Committee Chair	
11.3	<b>REMUNERATION COMMITTEE</b> Confidential Minutes of the 27 June 2013 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i>	I	Chairman	
12.	<b>ANY OTHER BUSINESS</b>	-	Chairman	12.25pm – 12.30pm
<b><i>Lunch break from 12.30pm to 1pm prior to commencing the public section of the meeting</i></b>				
13.	<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.			
14.	<b>CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Chairman and Chief Executive	1pm – 1.10pm
15.	<b>MINUTES</b>			
	Minutes of the 27 June 2013 Trust Board meeting. <i>For approval</i>	J	Chairman	1.10pm – 1.15pm
16.	<b>MATTERS ARISING</b>			
	Action log from the 27 June 2013 meeting. <i>For approval</i>	K	Chairman	1.15pm – 1.20pm
17.	<b>CLINICAL QUALITY AND SAFETY</b>			
17.1	<b>UHL QUALITY AND SAFETY COMMITMENT – QUARTER 1 PERFORMANCE 2013-14</b> <i>For discussion and assurance</i>	L	Medical Director	1.20pm – 1.40pm

17.2	<b>PATIENT STORY FROM THE ACUTE CARE DIVISION</b> <i>For discussion and assurance</i>	<b>M</b> Presentation	Acting Chief Nurse	1.40pm – 2pm
17.3	<b>REVIEW INTO THE QUALITY OF CARE AND TREATMENT PROVIDED BY 14 HOSPITAL TRUSTS IN ENGLAND BY SIR BRUCE KEOGH, NHS MEDICAL DIRECTOR</b> <i>For assurance</i>	<b>N</b> (to follow)	Medical Director	2pm – 2.10pm
18.	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
18.1	<p><b>MONTH 3 QUALITY AND PERFORMANCE REPORT</b> <i>For assurance</i></p> <p><b>Consideration of this item will be structured as follows:-</b></p> <p>The <b>Non-Executive Director Chair</b> of the <b>Quality Assurance Committee</b> will be invited to comment verbally on the month 3 position, as considered at the meeting held on 23 July 2013 (the Minutes of which will be presented to the 29 August 2013 Trust Board). Minutes of the 18 June 2013 <b>Quality Assurance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p> <p><b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 3 report, specifically:-</p> <p>(a) <b>Medical Director</b> – patient safety and quality;</p> <p>(b) <b>Acting Chief Nurse</b> – patient experience;</p> <p>(c) <b>Chief Operating Officer</b> – operational performance and exception reports, and</p> <p>(d) <b>Director of Human Resources</b> – human resources.</p>	<b>O</b>          <b>O1</b>	<p>Quality Assurance Chair</p> <p>Lead Executive Directors</p> <p>Medical Director</p> <p>Acting Chief Nurse</p> <p>Chief Operating Officer</p> <p>Director of Human Resources</p>	2.10pm – 2.30pm
18.2	<p><b>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN</b></p> <p>To include a presentation on the implementation of the new assessment and frailty models. <i>For discussion and assurance</i></p>	<b>P &amp; P1</b> (to follow)	Chief Operating Officer	2.30pm – 2.50pm
18.2	<p><b>MONTH 3 FINANCIAL PERFORMANCE</b> <i>For assurance</i></p> <p>The <b>Non-Executive Director Chair</b> of the <b>Finance and Performance Committee</b> will be invited to comment verbally on the month 3 position, as considered at the meeting held on 24 July 2013 (the Minutes of which will be presented to the 29 August 2013 Trust Board). Minutes of the 26 June 2013 <b>Finance and Performance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p>	<b>Q</b>          <b>Q1</b>	Director of Finance and Business Services	2.50pm – 3.10pm
18.3	<b>NHS HORIZONS – FACILITIES MANAGEMENT PERFORMANCE REPORT QUARTER 1 2013-14</b> <i>For discussion and assurance</i>	<b>R</b> (to follow)	Director of Finance and Business Services	3.10pm – 3.20pm

18.4	<b>NHS TRUST OVER-SIGHT SELF CERTIFICATION</b> <i>For discussion and approval</i>	S	Director of Corporate and Legal Affairs	3.20pm – 3.25pm
19.	<b>STRATEGY AND FORWARD PLANNING</b>			
19.1	<b>LLR BETTER CARE TOGETHER PROGRAMME – PROGRESS REPORT</b> <i>For discussion and approval</i>	T	Chief Executive	3.25pm – 3.30pm
19.2	<b>UPDATE ON UHL'S FOUNDATION TRUST APPLICATION</b> <i>For discussion and approval</i>	U	Chief Executive	3.30pm – 3.35pm
20.	<b>RESEARCH, DEVELOPMENT AND MEDICAL EDUCATION</b>			
20.1	<b>QUARTERLY REVIEW OF RESEARCH AND DEVELOPMENT</b> <i>For discussion and assurance</i>	V	Medical Director	3.35pm – 3.50pm
21.	<b>GOVERNANCE</b>			
21.1	<b>EQUALITY UPDATE</b> <i>For assurance</i>	W	Director of Human Resources	3.50pm – 4pm
22.	<b>RISK</b>			
22.1	<b>BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	X	Medical Director	4pm – 4.15pm
23.	<b>TRUST BOARD BULLETIN – JULY 2013</b>	Y	-	-
24.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	Chairman	4.15pm – 4.35pm
25.	<b>ANY OTHER BUSINESS</b>	-	Chairman	4.35pm – 4.40pm
26.	<b>DATE OF NEXT MEETING</b>			
	<b>Thursday 29 August 2013</b> from 9.00am (Seminar Rooms A & B, Clinical Education Centre, Leicester General Hospital).	-		

Kate Rayns,  
Trust Administrator