UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 30 MAY 2013 FROM 10.30AM IN SEMINAR ROOMS 2 & 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 1-13.			-
2.	APOLOGIES FOR ABSENCE To note that Dr K Harris, Medical Director is expected to attend from approximately 11.30am.	-	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.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	10.30am – 10.40am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 25 April 2013 meeting. For approval	A	Chairman	10.40am – 10.45am
6.	MATTERS ARISING Confidential matters arising/action log from the 25 April 2013 meeting. For approval	В	Chairman	10.45am – 10.55am
7.	REPORTS BY THE CHIEF EXECUTIVE	С	Chief Executive	10.55am – 11.25am
8.	REPORT BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D	Director of Finance and Business Services	11.25am – 11.45am
9.	REPORTS BY THE DIRECTOR OF MARKETING AND COMMUNICATIONS	E	Director of Marketing and Communications	11.45am – 12noon
10.	REPORT BY THE DIRECTOR OF HUMAN RESOURCES	F	Director of Human Resources	12noon – 12.05pm

11.	REPORTS FROM BOARD COMMITTEES			12.05pm – 12.10pm
11.1	AUDIT COMMITTEE Confidential Minutes of the 28 May 2013 meeting will be reported to the June 2013 Trust Board meeting.	-	Audit Committee Chair	
11.2	EMPATH PROGRAMME BOARD Minutes of the 22 April 2013 meeting and Consolidated Director's report. For noting	G & G1	Director of Human Resources/ Director of Finance and Business Services	
11.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 24 April 2013 meeting. For noting	н	Finance and Performance Committee Chairman	
11.4	REMUNERATION COMMITTEE Confidential Minutes of the 13 May 2013 meeting. For noting	I	Remuneration Committee Chair	
12.	CORPORATE TRUSTEE BUSINESS			12.10pm – 12.15pm
12.1	CHARITABLE FUNDS COMMITTEE Confidential notes of the 17 May 2013 meeting. For noting	J	Charitable Funds Committee Chairman	
13.	ANY OTHER BUSINESS	-	Chairman	12.15pm – 12.20pm
	Lunch break from 12.20pm to 1pm prior to commencing	the public s	ection of the meeti	ng
14.	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.			
15.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	1pm – 1.10pm
16.	MINUTES			1.10pm – 1.15pm
	Minutes of the 25 April 2013 Trust Board meeting. For approval	К	Chairman	
17.	MATTERS ARISING			1.15pm – 1.20pm
	Matters arising/action log from the 25 April 2013 meeting. For approval	L	Chairman	
18.	FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2012-13			1.20pm – 1.40pm
18.1	UHL STATUTORY ACCOUNTS 2012-13 AND MANAGEMENT RESPONSE TO THE ISA 260 REPORT For approval	М	Director of Finance and Business Services	

18.2	ANNUAL GOVERNANCE STATEMENT (AGS) 2012-13 For assurance and approval	N	Chief Executive	
18.3	AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND AGS 2012-13 Verbal report on the Audit Committee's consideration of the statutory accounts 2012-13 (meeting held on 28 May 2013). For assurance	verbal	Audit Committee Chair	
18.4	LETTER OF REPRESENTATION For approval	0	Director of Finance and Business Services	
18.5	 APPROVALS The Trust Board is invited to:- note the contents of the reports in section 18; approve the statutory accounts for the year ending 31 March 2013, and approve the signing (in non-black ink) of the relevant certificates by members of the Trust Board, as follows (signatories are shown in 	-	Identified signatories	
	 Statement of Directors' responsibilities in respect of Internal Control (Chief Executive); Annual Governance Statement 2012-13 (Chief Executive); Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust (Chief Executive), and Statement of Directors' Responsibilities in respect of the accounts (Chief Executive, and the Director of Finance and Business Services); Balance Sheet (Chief Executive), and Letter of Representation (Chief Executive) 			
19.	CLINICAL QUALITY AND SAFETY			
19.1	SAFE AND SUSTAINABLE REVIEW OF PAEDIATRIC CARDIAC SURGERY For discussion and assurance	verbal	Director of Communications and External Relations	1.40pm – 1.45pm
19.2	CONTRASTING EXPERIENCES For discussion and assurance	P Presentation	Acting Chief Nurse	1.45pm – 2pm
19.3	CQC'S NEW STRATEGY For discussion and assurance	Q	Medical Director	2pm – 2.10pm
20.	HUMAN RESOURCES			
20.1	LISTENING INTO ACTION – UPDATE	R	Chief Executive/ Director of Human	2.10pm – 2.25pm

	For assurance		Resources	
21.	STRATEGY AND FORWARD PLANNING			
21.1	LLR BETTER CARE TOGETHER GOVERNANCE STRUCTURE For discussion and assurance	S Presentation	Chief Executive	2.25pm – 2.35pm
21.2	SUSTAINABILITY PLAN For discussion and assurance	Т	Director of Finance and Business Services	2.35pm – 2.40pm
22.	QUALITY AND PERFORMANCE For assurance			
22.1	MONTH 1 QUALITY AND PERFORMANCE REPORT For assurance	U		2.40pm – 3pm
	Consideration of this item will be structured as follows:-			
	The Non-Executive Director Chairs of the Quality Assurance Committee and the Finance and Performance Committee will be invited to comment verbally on the month 1 position, as considered at their meetings on 21 and 29 May 2013 respectively (the Minutes of which will be presented to the 27 June 2013 Trust Board). Minutes of the 16 April 2013 Quality Assurance Committee meeting and the 24 April 2013 Finance and Performance Committee meetings are also attached for noting and endorsement of any recommendations.	V & V1	Quality Assurance Committee and Finance and Performance Committee Chairs	
	Lead Executive Directors will then be invited to comment on their respective sections of the month 1 report, specifically:-		Lead Executive Directors	
	(a) Medical Director – patient safety and quality;		Medical Director	
	(b) Acting Chief Nurse – patient experience;		Acting Chief Nurse	
	(c) Interim Director of Operations – operational performance and exception reports;		Interim Director of Operations	
	(d) Chief Executive and Interim Director of Operations – updates on emergency care performance;	W & W1	Chief Executive/ Interim Director of Operations	
	(e) Director of Human Resources – human resources, and		Director of Human Resources	
	(f) Director of Finance and Business Services – finance.		Director of Finance and Business Services	
22.2	NHS Trust Over-Sight Self Certifications For discussion and approval	Х	Director of Corporate and Legal Affairs	3pm – 3.05pm
23.	GOVERNANCE			
23.1	HISTORICAL DUE DILIGENCE REPORT – HDD1 For discussion and assurance	Y	Chief Executive	3.05pm – 3.10pm
			Director of	

23.2	TRUST BOARD DEVELOPMENT PROGRAMME AND CALENDAR OF BUSINESS FOR 2013-14 For discussion and assurance	Z	Corporate and Legal Affairs	3.10pm – 3.25pm
24.	RISK			
24.1	BOARD ASSURANCE FRAMEWORK – UPDATE For discussion and assurance	AA	Medical Director	3.25pm – 3.40pm
24.2	RISK MANAGEMENT POLICY For approval	ВВ	Medical Director	3.40pm – 3.50pm
25.	REPORTS FROM BOARD COMMITTEES			3.50pm – 3.55pm
25.1	AUDIT COMMITTEE Minutes of the 28 May 2013 meeting will be reported to the June Trust Board meeting. For noting	-	Audit Committee Chair	
26.	CORPORATE TRUSTEE BUSINESS			3.55pm – 4pm
26.1	CHARITABLE FUNDS COMMITTEE To receive the notes of the 17 May 2013 meeting. For approval	СС	Charitable Funds Committee Chairman	
27.	TRUST BOARD BULLETIN - MAY 2013	DD	-	-
28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	4pm – 4.20pm
29.	ANY OTHER BUSINESS	-	Chairman	4.20pm – 4.25pm
30.	DATE OF NEXT MEETING			
	Thursday 27 June 2013 from 9.00am (C J Bond room, Clinical Education Centre, Leicester Royal Infirmary).	-		

Kate Rayns, **Trust Administrator**