

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 31 JANUARY 2013 FROM 10AM IN SEMINAR ROOMS 2 AND 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL

Public meeting commences at 12.15pm

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 1-14).			-
2.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence.	-	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.	CONFIDENTIAL MINUTES Confidential Minutes of the 20 December 2012 meeting. <i>For approval</i>	A	Chairman	10am – 10.05am
5.	MATTERS ARISING Confidential matters arising from the 20 December 2012 meeting <i>For approval</i>	B (to follow)	Chairman	10.05am – 10.10am
6.	REPORTS BY THE CHIEF EXECUTIVE	C – C2	Chief Executive	10.10am – 10.20am
7.	REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D4 (D1 to follow)	Director of Finance and Business Services	10.20am – 11.10am
8.	REPORT BY THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E	Chief Nurse/Deputy Chief Executive	11.10am – 11.15am
9.	REPORT BY THE DIRECTOR OF COMMUNICATIONS AND EXTERNAL RELATIONS	F & F1 (to follow)	Director of Communications and External Relations	11.15am – 11.25am
10.	REPORT BY THE MEDICAL DIRECTOR	verbal	Medical Director	11.25am – 11.30am

11.	REPORT BY THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	G	UHL Chairman/ Director of Corporate and Legal Affairs	11.30am – 11.35am
12.	REPORTS FROM BOARD COMMITTEES			11.35am – 11.3am
12.1	EMPATH PROGRAMME BOARD Minutes of the 20 December 2012 meeting. <i>For noting</i>	H	Director of Human Resources/ Director of Finance and Business Services	
13.	CORPORATE TRUSTEE BUSINESS			11.37am – 11.40am
13.1	CHARITABLE FUNDS COMMITTEE Private Minutes of the meeting held on 18 January 2013 will be presented to the February 2013 Trust Board. A list of items discussed is attached for information.	H1	Charitable Funds Committee Chairman	
14.	ANY OTHER BUSINESS	-	Chairman	11.40am – 11.45am
<i>comfort break prior to commencing the public section of the meeting (from 11.45am to 12.15pm)</i>				
15.	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.			
16.	CHAIRMAN'S ANNOUNCEMENTS	-	Chairman	12.15pm – 12.17pm
17.	MINUTES			
	Minutes of the 20 December 2012 meeting. <i>For approval</i>	I	Chairman	12.17pm – 12.20pm
18.	MATTERS ARISING			
	Matters arising/action log from the 20 December 2012 meeting. <i>For approval</i>	J	Chairman	12.20pm – 12.25pm
19.	REPORTS BY THE CHIEF EXECUTIVE			12.25pm – 12.45pm
19.1	<u>January 2013 Monthly Update</u>	K	Chief Executive	
19.2	<u>Listening into Action – Staff Engagement</u>	L	Chief Executive/ Director of Human Resources	
20.	QUALITY AND SAFETY			
20.1	CLINICAL QUALITY <i>For assurance</i>			12.45pm – 1.05pm
20.1.1	<u>Contrasting Experiences</u>	Presentation	Chief Nurse/ Deputy Chief Executive	

20.1.2	<u>Never Events</u>	M	Chief Nurse/ Deputy Chief Executive	
20.1.3	<u>Quality and Safety Commitment - update</u>	N	Chief Nurse/ Deputy Chief Executive	
21.	HUMAN RESOURCES <i>For assurance</i>			
21.1	<u>National Staff Survey 2012</u>	O	Director of Human Resources	1.05pm – 1.15pm
22.	GOVERNANCE <i>For assurance</i>			
22.1	<u>FT Update</u>	P	Chief Executive	1.15pm – 1.25pm
23.	QUALITY AND PERFORMANCE <i>For assurance</i>			
23.1	<p>MONTH 9 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 Chairs of the Quality Assurance Committee and the Finance and Performance Committee will be invited to comment verbally on the month 9 position, as considered at their meetings on 22 and 30 January 2013 respectively (the Minutes of which will be presented to the 28 February 2013 Trust Board).</p> <p>Lead Executive Directors will then be invited to comment on their respective sections of the month 9 report, specifically:-</p> <p>(a) Chief Nurse/Deputy Chief Executive – patient safety, quality and patient experience;</p> <p>(b) Interim Director of Operations – operational performance, monthly update on emergency care, and exception reports;</p> <p>(c) Director of Human Resources – human resources, and</p> <p>(d) Director of Finance and Business Services – finance.</p>	Q	<p>Quality Assurance Committee and Finance and Performance Committee Chairs</p> <p>Lead Executive Directors</p> <p>Chief Nurse/Deputy Chief Executive</p> <p>Interim Director of Operations</p> <p>Director of Human Resources</p> <p>Director of Finance and Business Services</p>	1.25pm – 2.05pm
23.2	NHS Trust Over-Sight Self Certifications <i>for discussion and approval</i>	S	Chief Executive	2.05pm – 2.10pm
24.	RISK			
24.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	T	Chief Nurse/Deputy Chief Executive	2.10pm – 2.25pm
25.	REPORTS FROM BOARD COMMITTEES			2.25pm – 2.30pm

25.1	RESEARCH AND DEVELOPMENT COMMITTEE To receive the Minutes of the meetings held on 10 December 2012.	U	Research and Development Committee Chair	
25.2	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE To receive the Minutes of the 14 December 2012 meeting.	V	Workforce and Organisational Development Committee Chair	
26.	CORPORATE TRUSTEE BUSINESS			-
26.1	CHARITABLE FUNDS COMMITTEE Minutes of the 18 January 2013 meeting will be submitted to the February 2013 Trust Board. A list of items discussed is attached for information.	W	Charitable Funds Committee Chairman	
26.2	FINAL ACCOUNTS AND ANNUAL REPORT 2011-12 FOR LEICESTER HOSPITAL CHARITY For approval.	X	Director of Finance and Business Services /Charitable Funds Committee Chairman	
27.	TRUST BOARD BULLETIN – JANUARY 2013	Y	-	-
28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	2.30pm – 2.50pm
29.	ANY OTHER BUSINESS	-	Chairman	2.50pm – 2.55pm
30.	DATE OF NEXT MEETING			
	Thursday 28 February 2013 from 10am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary).	-		

Kate Rayns,
Trust Administrator