

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 25 SEPTEMBER 2014 FROM 11AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

Public meeting commences at 12noon

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 1-9).			-
2.	APOLOGIES To receive apologies for absence.	-	Acting 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.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Acting Chairman and Chief Executive	11 – 11.02am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 28 August 2014 Trust Board meetings. <i>For approval</i>	A (to follow)	Acting Chairman	11.02 – 11.03am
6.	MATTERS ARISING Confidential action log from the 28 August 2014 Trust Board. <i>For approval</i>	B (to follow)	Acting Chairman	11.03 - 11.10am
7.	REPORT FROM THE CHIEF EXECUTIVE <i>commercial interests</i>	C	Chief Executive/ Acting Director of Finance	11.10 – 11.25am
8.	REPORTS FROM BOARD COMMITTEES			11.25 – 11.27am
8.1	AUDIT COMMITTEE Confidential Minutes of the 2 September 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	D	Acting Audit Committee Chair	
8.2	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 27 August 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	E	Finance and Performance Committee Chair	

9.	ANY OTHER BUSINESS	-	Acting Chairman	11.27 – 11.30am
<i>Comfort break until 12noon</i>				
10.	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.			
11.	ACTING CHAIRMAN'S OPENING COMMENTS	-	Acting Chairman	12noon – 12.05pm
12.	MINUTES			
	Minutes of the 28 August 2014 Trust Board meeting. <i>For approval</i>	F	Acting Chairman	12.05 – 12.06pm
13.	MATTERS ARISING			
	Action log from the 28 August 2014 meeting. <i>For approval</i>	G	Acting Chairman	12.06 – 12.15pm
14.	KEY ISSUES FOR DECISION/DISCUSSION			
14.1	BETTER CARE TOGETHER PROGRAMME UPDATE <i>for information</i>	H	Chief Executive	12.15 – 12.35pm
14.2	CONGENITAL HEART DISEASE REVIEW <i>For discussion and decision</i>	I	Director of Strategy	12.35 – 12.55pm
15.	MONTHLY UPDATE REPORT BY THE CHIEF EXECUTIVE – SEPTEMBER 2014 <i>for noting</i>	J	Chief Executive	12.55 – 1.05pm
16.	STRATEGY, FORWARD PLANNING AND RISK			
16.1	DRAFT 2015-16 AND 2016-17 INTEGRATED BUSINESS PLANNING GUIDANCE <i>for discussion and endorsement</i>	K	Acting Director of Finance	1.05 – 1.25pm
16.2	BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	L	Chief Nurse	1.25 – 1.45pm
17.	CLINICAL QUALITY AND SAFETY			
17.1	PATIENT STORY <i>for discussion</i>	M	Chief Nurse	1.45pm – 2.10pm
17.2	UPDATE ON COMPLAINTS PROCESS REVIEW <i>for assurance</i>	N	Chief Nurse/ M Caple/M Smith	2.10 – 2.25pm
17.3	LEICESTER INNOVATION AND IMPROVEMENT PATIENT SAFETY UNIT <i>for assurance</i>	O	Medical Director	2.25 – 2.35pm
18.	EDUCATION AND TRAINING			
18.1	MEDICAL EDUCATION – QUARTERLY UPDATE <i>for noting</i>	P	Medical Director	2.35 – 2.45pm

18.2	WORKFORCE AND ORGANISATIONAL DEVELOPMENT – QUARTERLY UPDATE <i>for noting</i>	Q	Director of Human Resources	2.45 – 2.55pm
19.	QUALITY AND PERFORMANCE <i>For assurance</i>			
19.1	QUALITY AND PERFORMANCE REPORT – MONTH 5 <i>For assurance</i> The Non-Executive Director Chairs of the Quality Assurance Committee and the Finance and Performance Committee will be invited to highlight any month 5 issues from their most recent meetings (24 September 2014). At each meeting, the Acting Trust Chairman will then invite the Chief Executive to identify key priority issues from within the month 5 report, for wider Trust Board consideration.	R	QAC Chair/ Acting Chairman Acting Chairman/ Chief Executive	2.55 – 3.20pm
19.2	2014-15 MONTH 5 FINANCIAL POSITION <i>For assurance</i>	S	Acting Director of Finance	3.20 – 3.25pm
19.3	EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i>	T	Chief Operating Officer	3.25 – 3.35pm
20.	GOVERNANCE			
20.1	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	U	Director of Corporate and Legal Affairs	3.40 – 3.45pm
21.	REPORTS FROM BOARD COMMITTEES			3.45 – 3.50pm
21.1	AUDIT COMMITTEE Minutes of the 2 September 2014 meeting for noting and endorsement of any recommendations, including adoption of the Annual Audit Letter (as appended to the Minutes).	V	Acting Audit Committee Chair	
21.2	FINANCE AND PERFORMANCE COMMITTEE Minutes of the 27 August 2014 meeting for noting and endorsement of any recommendations.	W	Acting Chairman	
21.3	QUALITY ASSURANCE COMMITTEE Minutes of the August and September 2014 QAC meetings will be submitted to the 30 October 2014 Trust Board.	-	-	
22.	CORPORATE TRUSTEE BUSINESS			
22.2	APPLICATIONS FOR CHARITABLE FUNDING <i>for Trust Board approval as Corporate Trustee</i>	X	Acting Director of Finance	3.50 – 3.55pm
23.	TRUST BOARD BULLETIN – SEPTEMBER 2014	Y	-	-
24.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Acting Chairman	3.55 – 4.10pm
25.	ANY OTHER BUSINESS		Acting Chairman	-
26.	DATE OF NEXT MEETING			4.10 – 4.15pm
	The next Trust Board meeting will be held on Thursday 30 October 2014 from 10am in seminar rooms A & B, Clinical Education Centre, LGH.			