

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 26 JUNE 2014 FROM 10AM 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 1-13).			-
2.	APOLOGIES AND WELCOME 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	10am – 10.05
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 29 May and 16 June 2014 Trust Board meetings. <i>For approval</i>	A & B	Acting Chairman	10.05 – 10.06am
6.	MATTERS ARISING Confidential action log from the 29 May and 16 June 2014 Trust Boards. <i>For approval</i>	C	Acting Chairman	10.06 – 10.25am
7.	REPORTS BY THE DIRECTOR OF HUMAN RESOURCES <i>Prejudicial to the conduct of public affairs and personal data</i>	D & E	Director of Human Resources	10.25 – 10.45am
8.	REPORT BY THE CHIEF NURSE <i>Personal data and prejudicial to the conduct of public affairs</i>	F	Chief Nurse	10.45 – 10.55am
9.	REPORT BY THE INTERIM DIRECTOR OF FINANCIAL STRATEGY <i>commercial interests</i>	G	Interim Director of Financial Strategy	10.55 – 11am
10.	REPORT BY THE ACTING CHAIRMAN <i>Prejudicial to the conduct of public affairs</i>	H	Acting Trust Chairman	11 – 11.20am
11.	REPORTS FROM BOARD COMMITTEES			11.20 – 11.25am

11.1	AUDIT COMMITTEE Confidential Minutes of the 27 May 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	I	Audit Committee Chair	
11.2	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 28 May 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	J	QAC Chair	
12.	CORPORATE TRUSTEE BUSINESS			11.25 – 11.29am
12.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the inquorate 9 June 2014 meeting will be submitted to the July 2014 Trust Board.	verbal	Charitable Funds Committee Chair	
13.	ANY OTHER BUSINESS	-	Acting Chairman	11.29 – 11.30am
<i>Comfort break until 12noon</i>				
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 OPENING COMMENTS	-	Acting Chairman	12noon – 12.05pm
16.	MINUTES			12.05 – 12.06pm
	Minutes of the 29 May 2014 Trust Board meeting. <i>For approval</i>	K	Acting Chairman	
17.	MATTERS ARISING			12.06 – 12.20pm
	Action log from the 29 May 2014 meeting. <i>For approval</i>	L	Acting Chairman	
18.	REPORT BY THE CHIEF EXECUTIVE			12.20 – 12.25pm
18.1	MONTHLY UPDATE REPORT – JUNE 2014 <i>For discussion and assurance</i>	M	Chief Executive	
19.	STRATEGY, FORWARD PLANNING AND RISK			
19.1	LLR HEALTH AND SOCIAL CARE 5 YEAR STRATEGY DIRECTIONAL PLAN FOR BETTER CARE TOGETHER PROGRAMME <i>For discussion and assurance</i>	N (to be tabled)	Director of Strategy	12.25 – 12.55pm
19.2	UHL 5-YEAR PLAN <i>For discussion and assurance</i>	O (to be tabled)	Director of Strategy	12.55 – 1.15pm
19.3	BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	P	Chief Nurse	1.15 – 1.30pm
20.	CLINICAL QUALITY AND SAFETY			

20.1	PATIENT EXPERIENCE <i>For discussion and assurance</i>	Q	Chief Nurse	1.30 – 1.50pm
20.2	UHL QUALITY ACCOUNT 2013-14 AND STATEMENT OF DIRECTORS' RESPONSIBILITIES <i>for approval</i>	R	Chief Nurse	1.50 – 2.10pm
22.	STAFFING, EDUCATION AND TRAINING			
22.1	MEDICAL EDUCATION QUARTERLY REPORT <i>for assurance</i>	S	Medical Director	2.10 – 2.20pm
22.2	WORKFORCE AND ORGANISATIONAL DEVELOPMENT QUARTERLY UPDATE <i>For assurance</i>	T	Director of Human Resources	2.20 – 2.40pm
22.3	“HARD TRUTHS” NURSE STAFFING UPDATE <i>For assurance</i>	U	Chief Nurse	2.40 – 2.50pm
23.	QUALITY AND PERFORMANCE <i>For assurance</i>			
23.1	<p>MONTH 2 QUALITY, FINANCE AND PERFORMANCE REPORT <i>For assurance</i></p> <p><i>The Trust Board is invited to identify key issues for discussion at the meeting, noting the overall structure of this item as follows:-</i></p> <p>Quality</p> <p>(a) The Non-Executive Director Chair of the Quality Assurance Committee will be invited to comment verbally on the month 2 position, as considered at the meeting held on 25 June 2014 (the Minutes of which will be presented to the 31 July 2014 Trust Board);</p> <p>(b) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 2 report, specifically:-</p> <ul style="list-style-type: none"> • Chief Nurse – patient safety and quality, quality commitment, patient experience; • Medical Director – mortality rates; <p>Finance and Performance</p> <p>(c) Acting Trust Chairman to comment verbally on the month 2 position, as considered at the Finance and Performance Committee meeting held on 25 June 2014 (the Minutes of which will be presented to the 31 July 2014 Trust Board).</p> <p>(d) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 2 report, specifically:-</p> <ul style="list-style-type: none"> • Chief Operating Officer – operational performance, exception reports, and bed capacity update; • Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance; • Chief Executive – information management and technology performance, and 	V	<p>QAC Chair</p> <p>Chief Nurse</p> <p>Medical Director</p> <p>Acting Trust Chairman</p> <p>Chief Operating Officer</p> <p>Director of Human Resources</p> <p>Chief Executive</p>	2.50 – 3.15pm

	<ul style="list-style-type: none"> • Chief Nurse – facilities management. 		Chief Nurse	
23.2	2014-15 MONTH 2 FINANCIAL POSITION <i>For assurance</i>	W	Interim Director of Financial Strategy	3.15 – 3.20pm
23.3	EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i>	X	Chief Operating Officer	3.20 – 3.30pm
24.	GOVERNANCE			
24.1	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	Y	Director of Corporate and Legal Affairs	3.30 – 3.35pm
25.	REPORTS FROM BOARD COMMITTEES			3.35 – 3.40pm
25.1	AUDIT COMMITTEE Minutes of the 27 May 2014 meeting for noting and endorsement of any recommendations.	Z	Audit Committee Chair	
25.2	FINANCE AND PERFORMANCE COMMITTEE Minutes of the 28 May 2014 meeting for noting and endorsement of any recommendations.	A	Acting Chairman	
25.3	QUALITY ASSURANCE COMMITTEE Minutes of the 28 May 2014 meeting for noting and endorsement of any recommendations.	BB	QAC Chair	
26.	TRUST BOARD BULLETIN – JUNE 2014	CC	-	-
27.	CORPORATE TRUSTEE BUSINESS			3.40 – 3.44pm
27.1	CHARITABLE FUNDS COMMITTEE Minutes of the 9 June 2014 inquorate meeting will be submitted to the July 2014 Trust Board. The Charitable Funds Committee Chair will report verbally on 26 June 2014 and invite the Trust Board to approve charitable funds application numbers APP5006 (£497.81) and APP5044 (£11,160).	verbal	Charitable Funds Committee Chair	
28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Acting Chairman	3.44 – 3.59pm
29.	ANY OTHER BUSINESS		Acting Chairman	3.59 -4pm
30.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 31 July 2014 from 10am at Gloucester House, Age UK, Melton.	-		

Helen Stokes
Senior Trust Administrator