

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 29 MAY 2014 FROM 10AM IN SEMINAR ROOMS 2 & 3,
CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

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 1-14).			-
2.	APOLOGIES AND WELCOME To receive apologies for absence, including Col (Ret'd) I Crowe.	-	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 – 10.05am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 24 April 2014 Trust Board meeting. <i>For approval</i>	A	Acting Chairman	10.05 – 10.07am
6.	MATTERS ARISING Confidential action log from the 24 April 2014 Trust Board. <i>For approval</i>	B	Acting Chairman	10.07 – 10.20am
7.	REPORT BY THE DIRECTOR OF STRATEGY <i>Commercial interests</i>	C	Director of Strategy	10.20 – 10.30am
8.	JOINT REPORT BY THE CHIEF EXECUTIVE AND THE INTERIM DIRECTOR OF FINANCIAL STRATEGY <i>Commercial interests</i>	D	Chief Executive and Interim Director of Financial Strategy	10.30 – 10.40am
9.	REPORT BY THE DIRECTOR OF HUMAN RESOURCES <i>Prejudicial to the conduct of public affairs</i>	E	Director of Human Resources	10.40 – 10.55am
10.	REPORT BY THE CHIEF NURSE <i>Personal information</i>	F	Chief Nurse	10.55 – 11.05am

11.	REPORTS BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS <i>Personal information and prejudicial to the conduct of public affairs</i>	G & G1	Director of Corporate and Legal Affairs	11.05 - 11.25am
12.	REPORTS FROM BOARD COMMITTEES			11.25 – 11.29am
12.1	AUDIT COMMITTEE Confidential Minutes of the 15 April 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	H	Audit Committee Chair	
12.2	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 23 April 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	I	Acting Chairman	
12.3	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 23 April 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	J	QAC Chair	
12.4	REMUNERATION COMMITTEE Confidential Minutes of the 24 April 2014 meeting for noting and endorsement of any recommendations. <i>Personal information and prejudicial to the conduct of public affairs</i>	K	Acting Chairman	
13.	PRIVATE TRUST BOARD BULLETIN MAY 2014 <i>No items for noting.</i>	-		-
14.	ANY OTHER BUSINESS	-	Acting Chairman	11.29 – 11.30am
<i>Comfort break until 12noon</i>				
15.	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.			
16.	ACTING CHAIRMAN'S OPENING COMMENTS	-	Acting Chairman	12noon – 12.05pm
17.	MINUTE			12.05 – 12.06pm
	Minutes of the 24 April 2014 Trust Board meeting. <i>For approval</i>	L	Acting Chairman	
18.	MATTERS ARISING			12.06 – 12.15pm
	Action log from the 24 April 2014 meeting. <i>For approval</i>	M	Acting Chairman	
19.	REPORT BY THE CHIEF EXECUTIVE			12.15 – 12.20pm
19.1	MONTHLY UPDATE REPORT – MAY 2014 <i>For discussion and assurance</i>	N	Chief Executive	
20.	STRATEGY, FORWARD PLANNING AND RISK			

20.1	OLDER PEOPLE'S STRATEGY AND DEMENTIA CARE UPDATE <i>For assurance and approval</i>	O	Director of Marketing and Communications/ Chief Nurse	12.20 – 12.40pm
20.2	BED CAPACITY PLAN <i>For approval</i>	P (to follow)	Chief Operating Officer	12.40 – 12.55pm
20.3	UHL AND LLR 5-YEAR PLANS – UPDATE <i>For assurance</i>	verbal	Director of Strategy	12.55 – 1.15pm
20.4	DELIVERING CARING AT ITS BEST – UPDATE <i>For discussion and assurance</i>	Q	Chief Executive	1.15 – 1.25pm
20.5	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	R	Chief Nurse	1.25 – 1.40pm
21.	CLINICAL QUALITY AND SAFETY			
21.1	PATIENT EXPERIENCE <i>For discussion and assurance</i>	S	Chief Nurse	1.40 – 2pm
22.	FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2013-14			2 – 2.20pm
22.1	UHL STATUTORY ACCOUNTS 2013-14 AND MANAGEMENT RESPONSE TO THE ISA 260 REPORT <i>For approval</i>	T (to follow)	Interim Director of Financial Strategy	
22.2	ANNUAL GOVERNANCE STATEMENT (AGS) 2013-14 <i>For approval</i>	T1 (to follow)	Chief Executive	
22.3	AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND AGS 2013-14 Verbal report on the Audit Committee's consideration of the statutory accounts 2013-14 (meeting held on 27 May 2014). <i>For assurance</i>		Audit Committee Chair	
22.4	LETTER OF REPRESENTATION <i>For approval</i>	T2 (to follow)	Interim Director of Financial Strategy	
22.5	APPROVALS The Trust Board is invited to:- <ul style="list-style-type: none"> • note the contents of the reports in section 22; • approve the statutory accounts for the year ending 31 March 2014, and • approve the signing (in non-black ink) of the relevant certificates by members of the Trust Board, as follows (<i>signatories are shown in brackets</i>):- <ul style="list-style-type: none"> ○ Statement of Directors' responsibilities in respect of Internal Control (<i>Chief Executive</i>); ○ Annual Governance Statement 2013-14 (<i>Chief Executive</i>); ○ Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust (<i>Chief Executive</i>), and Statement of Directors' Responsibilities in 		Named Executive Directors	

	<p>respect of the accounts (<i>Chief Executive, and the Interim Director of Financial Strategy</i>);</p> <ul style="list-style-type: none"> ○ Balance Sheet (<i>Chief Executive</i>), and ○ Letter of Representation (<i>Chief Executive</i>) 			
23.	QUALITY AND PERFORMANCE <i>For assurance</i>			
23.1	<p>MONTH 1 QUALITY, FINANCE AND PERFORMANCE REPORT <i>For assurance</i></p> <p>The Trust Board is invited to identify key issues for discussion at the meeting, noting the overall structure of this item as follows:-</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 1 position, as considered at the meeting held on 28 May 2014 (the Minutes of which will be presented to the 26 June 2014 Trust Board);</p> <p>(b) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 1 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 1 position, as considered at the Finance and Performance Committee meeting held on 28 May 2014 (the Minutes of which will be presented to the 26 June 2014 Trust Board).</p> <p>(d) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 1 report, specifically:-</p> <ul style="list-style-type: none"> • Chief Operating Officer – operational performance and exception reports; • Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance; • Chief Executive – information management and technology performance, and • Chief Nurse – facilities management. 	<p>U (to follow)</p>	<p>2.20 – 2.40pm</p> <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> <p>Chief Nurse</p>	
23.2	<p>NURSE STAFFING UPDATE <i>For assurance</i></p>	V	Chief Nurse	2.40 – 2.50pm
23.3	<p>2014-15 MONTH 1 FINANCIAL POSITION AND REVISED CAPITAL PLAN <i>For assurance and approval</i></p>	W	Interim Director of Financial Strategy	2.50 – 3.05pm
23.4	<p>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i></p>	X	Chief Operating Officer	3.05 – 3.35pm

23.5	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	Y	Director of Corporate and Legal Affairs	3.35 – 3.40pm
24.	REPORTS FROM BOARD COMMITTEES			3.40 – 3.45pm
24.1	AUDIT COMMITTEE Minutes of the 15 April 2014 meeting for noting and endorsement of any recommendations.	Z	Audit Committee Chair	
24.2	FINANCE AND PERFORMANCE COMMITTEE Minutes of the 23 April 2014 meeting for noting and endorsement of any recommendations.	AA	Acting Chairman	
24.3	QUALITY ASSURANCE COMMITTEE Minutes of the 23 April 2014 meeting for noting and endorsement of any recommendations.	BB	QAC Chair	
25.	TRUST BOARD BULLETIN – MAY 2014	CC	-	-
26.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Acting Chairman	3.45 – 4pm
27.	ANY OTHER BUSINESS		Acting Chairman	4 – 4.05pm
28.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 26 June 2014 from 9.30am in the C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary.	-		

Helen Stokes
Senior Trust Administrator