

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 30 OCTOBER 2014 FROM 10AM IN SEMINAR ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

**Please note the new time for the public meeting and the new running order**

**Public meeting commences at 10am**

**AGENDA**

**Please take papers as read**

Item no.	Item	Paper ref:	Lead	Discussion time
1.	<b>APOLOGIES AND WELCOME</b>	-	Chairman	
	To receive apologies for absence, and to welcome Mr K Singh, Trust Chairman, and Mr M Traynor, Non-Executive Director to their first formal Trust Board meeting.			
2.	<b>DECLARATIONS OF INTERESTS</b>	-	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.			
3.	<b>MINUTES</b>			
	Minutes of the 25 September 2014 Trust Board meeting. <i>For approval</i>	A	Chairman	
4.	<b>MATTERS ARISING</b>			10am – 10.05am
	Action log from the 25 September 2014 meeting. <i>For approval</i>	B	Chairman	
5.	<b>CHAIRMAN'S MONTHLY REPORT – OCTOBER 2014</b> <i>For noting</i>	C	Chairman	10.05am – 10.10am
6.	<b>CHIEF EXECUTIVE'S MONTHLY UPDATE REPORT – OCTOBER 2014</b> <i>For noting</i>	D	Chief Executive	10.10am – 10.15am
7.	<b>KEY ISSUES FOR DECISION/DISCUSSION</b>			
7.1	<b>PRESENTATION ON LLR EMERGENCY CARE SYSTEM IMPROVEMENTS</b> <i>For discussion</i>	E (to follow)	Dr D Briggs, LLR Emergency Care Lead	10.15am – 10.30am
7.2	<b>LLR LEARNING LESSONS TO IMPROVE CARE REVIEW – 3-MONTH PROGRESS REPORT ON ACTIONS</b> <i>For assurance</i>	F	Medical Director	10.30am – 10.40am

7.3	<b>UHL CANCER PERFORMANCE</b> <i>For discussion and assurance</i>	<b>G</b>	Chief Operating Officer/Cancer Centre Lead Clinician	10.40am – 10.55am
7.4	<b>UHL DEVELOPMENT SUPPORT PLAN</b> <i>For approval</i>	<b>H</b> (to follow)	Chief Executive/ Director of Strategy	10.55am – 11.10am
7.5	<b>EBOLA PREPAREDNESS</b> <i>For assurance</i>	<b>verbal</b>	Chief Nurse	11.10am – 11.20am
<b>8.</b>	<b>STRATEGY, FORWARD PLANNING AND RISK</b>			
8.1	<b>BOARD ASSURANCE FRAMEWORK</b> <i>For discussion and assurance</i>	<b>I</b>	Chief Nurse	11.20m – 11.30am
<b>9.</b>	<b>CLINICAL QUALITY AND SAFETY</b>			
9.1	<b>PATIENT STORY</b> <i>For discussion</i>	<b>J</b>	Chief Nurse	11.30am – 11.45am
9.2	<b>MAKING EVERY CONTACT COUNT – ANNUAL PLAN</b> <i>For approval</i>	<b>K</b>	Director of Marketing and Communications	11.45am – 11.50am
9.3	<b>DESIGNATION OF UHL SENIOR RESPONSIBLE OFFICER (MEDICAL APPRAISAL/REVALIDATION)</b> <i>For approval</i>	<b>L</b>	Medical Director	11.50am – 11.55am
<b>10.</b>	<b>RESEARCH, EDUCATION AND TRAINING</b>			
10.1	<b>NATIONAL INSTITUTE FOR HEALTH RESEARCH COMPREHENSIVE LOCAL RESEARCH NETWORK EAST MIDLANDS – QUARTERLY UPDATE</b> <i>For discussion</i>	<b>M</b>	Medical Director/ EM CLRN Clinical Director	11.55am – 12.05pm
<b>11.</b>	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
11.1	<b>QUALITY AND PERFORMANCE REPORT – MONTH 6</b> <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 6 issues from their most recent meetings (29 October 2014). Minutes of the 24 September 2014 Finance and Performance Committee and the 27 August 2014 and 24 September 2014 Quality Assurance Committee meetings are attached.  At each meeting, the Trust Chairman will then invite the Chief Executive to identify key priority issues from within the month 6 report, for wider Trust Board consideration.	<b>N</b>  <b>N1 – N3</b>	QAC Chair/ FPC Chair  QAC Chair/ FPC Chair  Chair/Chief Executive	12.05pm – 12.20pm
11.2	<b>2014-15 MONTH 6 FINANCIAL POSITION</b> <i>For discussion and assurance</i>	<b>O</b>	Acting Director of Finance	12.20pm – 12.35pm
11.3	<b>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN</b> <i>For discussion and assurance</i>	<b>P</b>	Chief Operating Officer	12.35pm – 12.45pm
<b>12.</b>	<b>GOVERNANCE</b>			

12.1	<b>NHS TRUST OVER-SIGHT SELF CERTIFICATION</b> <i>For approval</i>	<b>Q</b>	<b>Director of Corporate and Legal Affairs</b>	12.45pm – 12.50pm
<b>13.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			
13.1	<b>CHARITABLE FUNDS COMMITTEE</b> Minutes of the 15 September 2014 meeting for noting and endorsement of any recommendations. <i>For Trust Board approval as Corporate Trustee</i>	<b>R</b>	<b>Charitable Funds Committee Chair</b>	12.50pm – 12.55pm
13.2	<b>URGENT CHARITABLE FUNDS APPLICATION</b> <i>For approval as Corporate Trustee</i>	<b>S</b>	<b>Chief Nurse</b>	12.55pm – 1pm
<b>14.</b>	<b>TRUST BOARD BULLETIN – OCTOBER 2014</b>	<b>T</b>	-	-
<b>15.</b>	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>		<b>Chair</b>	1pm – 1.15pm
<b>16.</b>	<b>ANY OTHER BUSINESS</b>		<b>Chair</b>	1.15pm – 1.20pm
<b>17.</b>	<b>DATE OF NEXT MEETING</b>			
	The next Trust Board meeting will be held on <b>Thursday 27 November 2014</b> from <b>10am</b> in <b>Seminar Rooms 2 and 3, Clinical Education Centre, Glenfield Hospital.</b>			
<b>18.</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> 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 19-24).			-
<i>Comfort break prior to the private session 1.20pm – 2pm</i>				
<b>19.</b>	<b>DECLARATIONS OF INTERESTS</b> 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.			
<b>20.</b>	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 25 September 2014 Trust Board meetings. <i>For approval</i>	<b>U</b>	<b>Chairman</b>	
<b>21.</b>	<b>MATTERS ARISING</b> Confidential action log from the 25 September 2014 Trust Board. <i>For approval</i>	<b>V</b>	<b>Chairman</b>	2pm – 2.05pm
<b>22.</b>	<b>REPORT FROM THE VICE CHAIR AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b> <i>Personal information</i>	<b>W</b>	<b>Vice Chair/ Director of Corporate and Legal Affairs</b>	2.05pm – 2.20pm

23.	<b>REPORT FROM THE CHIEF EXECUTIVE</b> <i>Commercial in confidence</i>	<b>X</b>	<b>Chief Executive</b>	2.20pm 2.40pm
24.	<b>REPORTS FROM BOARD COMMITTEES</b>			
24.1	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Confidential Minutes of the 24 September 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	<b>Y</b>	<b>Finance and Performance Committee Chair</b>	2.40pm – 2.45pm
24.2	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 27 August 2014 and 24 September 2014 meetings for noting and endorsement of any recommendations. <i>Commercial in confidence, personal information and prejudicial to the conduct of public affairs</i>	<b>Z &amp; Z1</b>	<b>QAC Chair</b>	2.45pm – 2.50pm
24.3	<b>REMUNERATION COMMITTEE</b> Confidential Minutes of the 25 September 2014 meeting for noting and endorsement of any recommendations. <i>Personal information and prejudicial to the conduct of public affairs</i>	<b>AA</b>	<b>Chairman</b>	2.50pm – 2.55pm

Helen Stokes  
Senior Trust Administrator