

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 3 DECEMBER 2015 FROM 9AM IN SEMINAR ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

**Public meeting commences at 9am**

**AGENDA**

***Please take papers as read***

Item no.	Item	Paper ref:	Lead	Indicative timing
1.	<b>APOLOGIES</b>	-	Chairman	
	To receive apologies for absence, including Dr N Sanganee, CCG representative.			-
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 5 November 2015 Trust Board meeting. <i>For approval</i>	A	Chairman	
4.	<b>MATTERS ARISING</b>			9am – 9.05am
	Action log from the 5 November 2015 meeting. <i>For approval</i>	B	Chairman	
5.	<b>CHAIRMAN'S MONTHLY REPORT DECEMBER 2015</b> <i>For discussion</i>	C	Chairman	9.05am – 9.15am
6.	<b>CHIEF EXECUTIVE'S MONTHLY REPORT DECEMBER 2015</b> <i>For discussion</i>	D	Chief Executive	9.15am – 9.25am
7.	<b>KEY ISSUES FOR DECISION/DISCUSSION</b>			
7.1	<b>PATIENT STORY</b> <i>for discussion</i>	E	Chief Nurse	9.25am – 9.50am
7.2	<b>UHL WAY – UPDATE</b> <i>for discussion and approval</i>	F	Director of Workforce and OD	9.50am – 10.05am
7.3	<b>ICU BUSINESS CASE</b> <i>for approval</i>	G	Director of Strategy	10.05am – 10.20am
7.4	<b>STRATEGY UPDATE – UHL RECONFIGURATION PROGRAMME</b> <i>for discussion and assurance</i>	H	Director of Strategy	10.20am – 10.35am
7.5	<b>LLR BETTER CARE TOGETHER PROGRAMME</b>	I	Director of Strategy	10.35am – 10.45am

	<b>UPDATE</b> <i>for discussion and assurance</i>			
7.6	<b>EMERGENCY CARE PERFORMANCE AND WINTER CONTINGENCY PLAN</b> <i>for discussion and assurance</i>	<b>J</b> (to follow)	Chief Operating Officer	10.45am – 11.00am
7.7	<b>UHL RISK REPORT INCORPORATING THE BOARD ASSURANCE FRAMEWORK</b> <i>for discussion and approval</i>	<b>K</b>	Acting Medical Director	11.00am – 11.10am
<i>comfort break</i>				
<b>8.</b>	<b>QUALITY AND PERFORMANCE</b>			
8.1	<b>QUALITY ASSURANCE COMMITTEE (QAC)</b> To receive a summary of the key issues considered at the 26 November 2015 meeting. The formal Minutes will be presented to the Trust Board on 7 January 2016.	<b>L</b>	QAC Chair	11.10am – 11.15am
8.2	<b>INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b> To receive a summary of the key issues considered at the 26 November 2015 meeting. The formal Minutes will be presented to the Trust Board on 7 January 2016.	<b>M</b>	IFPIC Chair	11.15am – 11.20am
8.3	<b>2015-16 MONTH 7 FINANCIAL POSITION AND FINANCIAL RECOVERY PLAN</b> <i>for discussion and assurance</i>	<b>N</b>	Chief Financial Officer	11.20am – 11.35am
<b>9.</b>	<b>PATIENT AND PUBLIC INVOLVEMENT</b>			
9.1	<b>PATIENT AND PUBLIC INVOLVEMENT AND ENGAGEMENT STRATEGY – QUARTERLY UPDATE</b> <i>for discussion and assurance</i>	<b>O</b>	Director of Marketing and Communications	11.35am – 11.45am
<b>10.</b>	<b>EDUCATION AND TRAINING</b>			
10.1	<b>MULTIPROFESSIONAL CLINICAL EDUCATION AND TRAINING – QUARTERLY UPDATE</b> <i>for discussion and assurance</i>	<b>P</b>	Acting Medical Director/Chief Nurse	11.45am – 11.55am
<b>11.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			11.55am – 12:00noon
11.1	<b>AUDIT COMMITTEE</b> To receive the draft Minutes of the 5 November 2015 meeting, for noting and endorsement of any recommendations.	<b>Q</b>	Audit Committee Chair	
11.2	<b>QUALITY ASSURANCE COMMITTEE (QAC)</b> To receive the Minutes of the 29 October 2015 meeting for noting and endorsement of any recommendations.	<b>R</b>	QAC Chair	
11.3	<b>INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b> To receive the Minutes of the 29 October 2015 meeting for noting and endorsement of any recommendations.	<b>S</b>	IFPIC Chair	
<b>12.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			12:00noon – 12:15pm
12.1	<b>LEICESTER HOSPITALS CHARITY ANNUAL ACCOUNTS AND ANNUAL REPORT 2014-15</b> <i>for approval as Corporate Trustee</i>	<b>T</b>	Charitable Funds Committee Chair	

13.	<b>TRUST BOARD BULLETIN – DECEMBER 2015</b>	<b>U</b>	-	
14.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>		Chairman	12:15pm– 12:20pm
15.	<b>ANY OTHER BUSINESS</b>		Chairman	
16.	<b>DATE OF NEXT MEETING</b>			
	The next <b>Trust Board meeting</b> will be held on <b>Thursday 7 January 2016</b> from <b>9am</b> in Rooms A & B, Education Centre, Leicester General Hospital.			
17.	<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 18-25).			-
<i>working lunch</i>				
18.	<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.			-
19.	<b>CONFIDENTIAL MINUTES</b> To receive the confidential Minutes of the 5 November 2015 Trust Board meeting. <i>For approval</i>	<b>V</b>	Chairman	-
20.	<b>MATTERS ARISING</b> Confidential action log from the 5 November 2015 Trust Board meeting. <i>For approval</i>	<b>W</b>	Chairman	12:20pm– 12:25pm
21.	<b>REPORT FROM THE DIRECTOR OF ESTATES AND FACILITIES</b> <i>commercial in confidence</i>	<b>X</b>	Director of Estates and Facilities	12:25pm– 12:35pm
22.	<b>REPORT FROM THE ACTING MEDICAL DIRECTOR</b> <i>personal data</i>	<b>Y</b>	Director of Strategy	12:35pm– 12:40pm
23.	<b>REPORT FROM THE CHIEF FINANCIAL OFFICER</b> <i>commercial in confidence</i>	<b>Z</b>	Chief Financial Officer	12:40pm– 1:10pm
24.	<b>REPORTS FROM BOARD COMMITTEES</b>			1:10pm– 1:15pm
24.1	<b>AUDIT COMMITTEE</b> To receive the draft confidential Minutes from the 5 November 2015 meeting, for endorsement and noting.	<b>AA</b>	Audit Committee Chair	
24.2	<b>QUALITY ASSURANCE COMMITTEE (QAC)</b> To receive the confidential Minutes from the 29 October 2015 meeting for noting and endorsement.	<b>BB</b>	QAC Chair	

24.3	<b>INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b> To receive a summary of any confidential items from the 26 November 2015 meeting, and the confidential Minutes from the 29 October 2015 meeting for noting and endorsement.	<b>CC &amp; CC1</b>	<b>IFPIC Chair</b>	
<b>25.</b>	<b>ANY OTHER BUSINESS</b>	-	Trust Chairman	-

Helen Stokes  
**Senior Trust Administrator**