

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 1 DECEMBER 2016 FROM 9AM IN THE C J BOND ROOM,
CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

Public meeting commences at 9am

AGENDA

Please take papers as read

| Item no. | Item | Paper ref: | Lead | Indicative timing |
|----------|---|------------------|--|-------------------|
| 1. | APOLOGIES AND WELCOME | - | Chairman | |
| | To receive apologies for absence. | | | - |
| 2. | DECLARATIONS OF INTERESTS | - | 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. | MINUTES | | | - |
| | Minutes of the 3 November 2016 Trust Board meeting. <i>For approval</i> | A | Chairman | - |
| 4. | MATTERS ARISING | | | |
| | Action log from the 3 November 2016 meeting. <i>For approval</i> | B | Chairman | 9am – 9.05am |
| 5. | CHAIRMAN'S MONTHLY REPORT DECEMBER 2016 | verbal | Chairman | 9.05am – 9.10am |
| 6. | CHIEF EXECUTIVE'S MONTHLY REPORT DECEMBER 2016 <i>For discussion</i> | C | Chief Executive | 9.10am – 9.25am |
| 7. | KEY ISSUES FOR DECISION/DISCUSSION | | | |
| 7.1 | PATIENT STORY <i>for discussion</i> | D (to follow) | Medical Director | 9.25am – 9.45am |
| 7.2 | EAST MIDLANDS CONGENITAL HEART CENTRE UPDATE <i>for discussion and assurance</i> | E | Chief Executive/ Director of Marketing and Communications | 9.45am – 9.55am |
| 7.3 | EMERGENCY CARE PERFORMANCE <i>for discussion and assurance</i> The Trust Chairman will absent himself from any detailed discussion on the Urgent Care Centre. | F | Chief Operating Officer | 9.55am – 10.15am |
| 7.4 | EQUALITY AND DIVERSITY ACTION PLAN - UPDATE <i>for discussion and assurance</i> | G | Director of Workforce and OD | 10.15am – 10.30am |
| 7.5 | ARMED FORCES CORPORATE COVENANT - 1-YEAR | H | Director of Workforce and OD/Col (Ret'd) I | 10.30am – 10.40am |

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| | REVIEW <i>for assurance</i> | | Crowe Non-Executive Director and UHL Armed Forces Champion | |
| 8. | RISK MANAGEMENT | | | |
| 8.1 | INTEGRATED RISK REPORT <i>for discussion and assurance</i> | I | Medical Director | 10.40am – 10.55am |
| 9. | STRATEGY AND RECONFIGURATION | | | |
| 9.1 | SUSTAINABILITY AND TRANSFORMATION PLAN, BETTER CARE TOGETHER, AND UHL RECONFIGURATION PROGRAMME – UPDATE (INCLUDING THE DRAFT LLR STP) <i>for discussion and assurance</i> | J | Chief Financial Officer /Director of Marketing and Communications | 10.55am – 11.20am |
| <i>Comfort break</i> | | | | |
| 10. | EDUCATION AND TRAINING | | | |
| 10.1 | MULTI-PROFESSIONAL EDUCATION QUARTER 2 UPDATE 2016-17 INCLUDING THE MEDICAL EDUCATION QUALITY IMPROVEMENT PLAN <i>for discussion and assurance</i> | K | Medical Director/ Chief Nurse | 11.25am – 11.40am |
| 11. | PATIENT AND PUBLIC INVOLVEMENT (PPI) AND ENGAGEMENT | | | |
| 11.1 | UHL PPI STRATEGY 2016-17 QUARTER 2 UPDATE <i>for discussion and assurance</i> | L | Director of Marketing and Communications | 11.40am – 11.55am |
| 12. | QUALITY AND PERFORMANCE | | | |
| 12.1 | QUALITY ASSURANCE COMMITTEE (QAC) To receive the summary of the issues considered at the 24 November 2016 meeting for information. Formal minutes of that meeting will be submitted to the 5 January 2017 Trust Board. | M | QAC Non-Executive Director Chair | 11.55am – 12noon |
| 12.2 | INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC) To receive the summary of the issues considered at the 24 November 2016 meeting for information and noting. Formal minutes of that meeting will be submitted to the 5 January 2017 Trust Board. | N | IFPIC Non-Executive Director Chair | 12noon – 12.05pm |
| 12.3 | 2016-17 FINANCIAL PERFORMANCE – OCTOBER 2016 <i>for discussion and assurance</i> | O | Chief Financial Officer | 12.05pm – 12.15pm |
| 13. | REPORTS FROM BOARD COMMITTEES | | | 12.15pm – 12.20pm |
| 13.1 | AUDIT COMMITTEE To receive the 3 November 2016 Audit Committee Minutes for noting and endorsement of any recommendations. | P | Audit Committee Non-Executive Director Chair | |
| 13.2 | QUALITY ASSURANCE COMMITTEE (QAC) To receive the 27 October 2016 QAC Minutes for noting and endorsement of any recommendations. | Q | QAC Non-Executive Director Chair | |
| 13.3 | INTEGRATED FINANCE PERFORMANCE AND | | IFPIC Non- | |

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| | INVESTMENT COMMITTEE (IFPIC) To receive the 27 October 2016 IFPIC Minutes for noting and endorsement of any recommendations. | R | Executive Director Chair | |
| 14. | TRUST BOARD BULLETIN – DECEMBER 2016 | - | - | - |
| 15. | QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING | - | Chairman | 12.20pm – 12.25pm |
| 16. | ANY OTHER BUSINESS | - | Chairman | 12.25pm – 12.30pm |
| 17. | DATE OF NEXT MEETINGS | - | | - |
| | The next Trust Board meetings will be held on Thursday 22 December 2016 from 8.30am – 9.30am in the Board Room, Victoria Building Leicester Royal Infirmary, and on Thursday 5 January 2017 from 9am in rooms A & B, Education Centre, Leicester General Hospital. | | | |
| 18. | 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 19 - 25). | | | |
| 19. | 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. | | | |
| 20. | CONFIDENTIAL MINUTES To receive the confidential Minutes of the 3 November 2016 Trust Board meeting. Minutes from the confidential meetings held on 22 November 2016 and 24 November 2016 will be submitted to the additional Trust Board meeting on 22 December 2016. <i>For approval</i> | S | Chairman | -- |
| 21. | MATTERS ARISING Confidential action log from the 3 November 2016 Trust Board. <i>For approval</i> | T | Chairman | 12.30pm – 12.35pm |
| 22. | JOINT REPORT FROM THE DIRECTOR OF WORKFORCE AND DEVELOPMENT AND THE DIRECTOR OF ESTATES AND FACILITIES | U | Director of Workforce and OD/Director of Estates and Facilities | 12.35pm – 12.55pm |
| 23. | REPORTS FROM BOARD COMMITTEES | | | 12.55pm – 1.05pm |
| 23.1 | AUDIT COMMITTEE To receive the confidential 3 November 2016 Audit Committee Minutes for noting and endorsement of any recommendations. | V | Audit Committee Non-Executive Director | |
| 23.2 | QUALITY ASSURANCE COMMITTEE (QAC) | W & W1 | QAC Non- | |

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| | To receive the confidential 27 October 2016 QAC Minutes for noting and endorsement of any recommendations, and the confidential summary of the 24 November 2016 QAC (formal Minutes to be submitted to the 5 January 2017 Trust Board). | | Executive Director Chair | |
| 23.3 | INTEGRATED FINANCE PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC) To receive the confidential 27 October 2016 IFPIC Minutes for noting and endorsement of any recommendations, and the confidential summary of the 24 November 2016 IFPIC (formal Minutes to be submitted to the 5 January 2017 Trust Board). | X & X1 | IFPIC Non-Executive Director Chair | |
| 24. | CORPORATE TRUSTEE BUSINESS | | | |
| 24.1 | REPORT FROM THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS | Y | Director of Corporate and Legal Affairs | 1.05pm – 1.10pm |
| 25. | ANY OTHER BUSINESS | | Chairman | 1.10pm – 1.15pm |

Helen Stokes
Senior Trust Administrator