

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 1 JUNE 2017 FROM 9AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

Public meeting commences at 9am. The item originally located at paper M has been deferred to the July 2017 Trust Board

AGENDA

***** Please take the papers as read *****

Item no.	Item	Paper ref:	Lead	Indicative timing
1.	APOLOGIES AND WELCOME	-	Chairman	
	To receive apologies for absence, including Mr J Adler Chief Executive and Dr S Crawshaw Non-Executive Director.			-
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 4 May 2017 Trust Board meeting. <i>For approval</i>	A	Chairman	-
4.	MATTERS ARISING			
	Action log from the Trust Board meeting. <i>For approval</i>	B	Chairman	9am – 9.05am
5.	CHAIRMAN'S MONTHLY REPORT JUNE 2017 <i>for discussion</i>	C	Chairman	9.05am – 9.10am
6.	CHIEF EXECUTIVE'S MONTHLY REPORT JUNE 2017 <i>for discussion</i>	D	Acting Chief Executive	9.10am – 9.25am
7.	KEY ISSUES FOR DECISION/DISCUSSION			
7.1	SUI PATIENT STORY <i>for discussion and assurance</i>	E (to follow)	Medical Director	9.25am – 9.50am
7.2	ANNUAL ACCOUNTS 2016-17 <i>for approval</i>	F1-F5	As named below	9.50am – 10.10am
7.2.1	AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND AGS 2016-17 To receive a summary of the key issues discussed at the 26 May 2017 Audit Committee meeting in relation to the 2016-17 Annual Accounts. <i>For assurance</i>	F1 (to follow)	Audit Committee Chair	
7.2.2	2017-18 GOING CONCERN STATEMENT <i>For assurance</i>	F2	Chief Financial Officer	
7.2.3	FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2016-17 <i>for approval</i>	F3	Chief Financial Officer	
			Acting Chief	

7.2.4	ANNUAL GOVERNANCE STATEMENT (AGS) 2016-17 For approval	F4	Executive	
7.2.5	LETTER OF REPRESENTATION For approval	F5	Chief Financial Officer	
7.2.6	APPROVALS The Trust Board is invited to:- <ul style="list-style-type: none"> • note the contents of the reports; • approve the statutory accounts for the year ending 31 March 2017, 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 2016-17 (<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 respect of the accounts (<i>Chief Executive, and the Chief Financial Officer</i>); ○ Balance Sheet (<i>Chief Executive</i>), and ○ Letter of Representation (<i>Chief Executive</i>) 		Named Executive Directors	
7.3	UHL QUALITY ACCOUNT 2016-17 for assurance and approval Chairman and Acting Chief Executive to sign the Directors' statement. Acting Chief Executive to sign the letter of representation.	G	Chief Nurse	10.10am – 10.20am
7.4	EAST MIDLANDS CONGENITAL HEART CENTRE UPDATE for discussion and assurance	H	Acting Chief Executive/ Director of Communications, Integration and Engagement	10.20am – 10.25am
7.5	EMERGENCY CARE AND EMERGENCY FLOOR UPDATE for discussion and assurance	I	Chief Operating Officer	10.25am – 10.40am
7.6	SUSTAINABLE DEVELOPMENT MANAGEMENT PLAN for assurance and approval	J (to follow)	Director of Estates and Facilities	10.40am – 10.50am
<i>Comfort break</i>				
8.	RISK MANAGEMENT			
8.1	INTEGRATED RISK REPORT INCLUDING NEW FORMAT BOARD ASSURANCE FRAMEWORK for discussion and assurance	K	Medical Director	10.55am – 11.10am
9.	EDUCATION, TRAINING AND STAFFING			
9.1	GUARDIAN OF SAFE WORKING QUARTERLY UPDATE for assurance and discussion	L	Director of Workforce and OD	11.10am – 11.20am
10.	QUALITY AND PERFORMANCE			
10.1	QUALITY ASSURANCE COMMITTEE (QAC) To receive the summary of the issues considered at the 25 May 2017 meeting for information. Formal minutes of that meeting will be submitted to the 6 July 2017 Trust Board.	N (to follow)	QAC Non-Executive Director Chair	11.20am – 11.25am

10.2	INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC) To receive the summary of the issues considered at the 25 May 2017 meeting for information. Formal minutes of that meeting will be submitted to the 6 July 2017 Trust Board.	O	IFPIC Non-Executive Director Chair	11.25am – 11.30am
10.3	2017-18 FINANCIAL PERFORMANCE – APRIL 2017 for discussion and assurance	P	Chief Financial Officer	11.30am – 11.40am
11.	PATIENT AND PUBLIC INVOLVEMENT – 2016-17 QUARTER 4 UPDATE for assurance and discussion	Q	Director of Communications, Integration and Engagement	11.40am – 11.50am
12.	GOVERNANCE			
12.1	NHS PROVIDER LICENCE – SELF- ASSESSMENT for discussion and assurance	R	Director of Corporate and Legal Affairs	11.50am - 11.55am
12.2	MANAGING CONFLICTS OF INTEREST IN THE NHS for discussion and approval	S	Director of Corporate and Legal Affairs	11.55am – 12.05pm
13.	REPORTS FROM BOARD COMMITTEES			12.05pm – 12.10pm
13.1	AUDIT COMMITTEE To receive the summary of issues considered at the 26 May 2017 meeting for information. Formal minutes of that meeting will be submitted to the 6 July 2017 Trust Board.	T (to follow)	Audit Committee Non-Executive Director Chair	
13.2	QUALITY ASSURANCE COMMITTEE (QAC) To receive the 27 April 2017 QAC Minutes for noting and endorsement of any recommendations.	U	QAC Non-Executive Director Chair	
13.3	INTEGRATED FINANCE PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC) To receive the 27 April 2017 IFPIC Minutes for noting and endorsement of any recommendations.	V	IFPIC Non-Executive Director Chair	
14.	TRUST BOARD BULLETIN – JUNE 2017	W	-	-
15.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	12.10pm – 12.15pm
16.	ANY OTHER BUSINESS	-	Chairman	12.15pm – 12.20pm
17.	DATE OF NEXT MEETING	-		
	The next Trust Board meeting will be held on Thursday 6 July 2017 from 9am in Rooms 2 & 3, Clinical Education Centre, Glenfield 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 – 27).			
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 4 May 2017 Trust Board meeting. <i>for approval</i>	X	Chairman	-
21.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	Y	Chairman	12.20pm – 12.25pm
22.	REPORT FROM THE DIRECTOR OF COMMUNICATIONS, INTEGRATION AND ENGAGEMENT	Z	Director of Communications, Integration and Engagement	12.25pm – 12.35pm
23.	JOINT REPORT FROM THE CHIEF FINANCIAL OFFICER AND THE DIRECTOR OF COMMUNICATIONS, INTEGRATION AND ENGAGEMENT	AA	Chief Financial Officer/Director of Communications, Integration and Engagement	12.35pm – 12.50pm
24.	REPORTS FROM THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS AND MR A JOHNSON NON-EXECUTIVE DIRECTOR	BB & BB1	Director of Corporate and Legal Affairs/Mr A Johnson Non-Executive Director	12.50pm – 1.05pm
25.	REPORTS FROM BOARD COMMITTEES			1.05pm – 1.15pm
25.1	AUDIT COMMITTEE To receive the confidential summary of the 26 May 2017 Audit Committee (formal Minutes to be submitted to the 6 July 2017 Trust Board).	CC (to follow)	Audit Committee Non-Executive Director Chair	
25.2	QUALITY ASSURANCE COMMITTEE (QAC) To receive the confidential 27 April 2017 QAC Minutes for noting and endorsement of any recommendations, and the confidential summary of the 25 May 2017 QAC (formal Minutes to be submitted to the 6 July 2017 Trust Board).	DD & DD1 (DD1 to follow)	QAC Non-Executive Director Chair	
25.3	INTEGRATED FINANCE PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC) To receive the confidential 27 April 2017 IFPIC Minutes for noting and endorsement of any recommendations, and the confidential summary of the 25 May 2017 IFPIC (formal Minutes to be submitted to the 6 July 2017 Trust Board).	EE & EE1	IFPIC Non-Executive Director Chair	
25.4	REMUNERATION COMMITTEE To receive the confidential 4 May 2017 Remuneration Committee Minutes for noting and endorsement of any recommendations.	FF	Chairman	
26.	PRIVATE TRUST BOARD BULLETIN	GG	-	-
27	ANY OTHER BUSINESS	-	Chairman	-

Helen Stokes
Senior Trust Administrator