

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 7 DECEMBER 2017 FROM 9AM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY

Public meeting commences at 9am

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.			-
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 2 November 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 DECEMBER 2017 <i>for discussion</i>	C	Chairman	9.05am – 9.15am
6.	CHIEF EXECUTIVE'S MONTHLY REPORT DECEMBER 2017 <i>for discussion</i>	D (to follow)	Acting Chief Executive	9.15am – 9.35am
7.	KEY ISSUES FOR DECISION/DISCUSSION			
7.1	STAFF STORY <i>for discussion and assurance</i>	E (to follow)	Director of Workforce and OD/Dr A Doshani, Associate Medical Director	9.35am – 9.50am
7.2	EAST MIDLANDS CONGENITAL HEART CENTRE UPDATE <i>for discussion and assurance</i>	F (to follow)	Director of Strategy and Communications	9.50am – 10.10am
7.3	LEARNING FROM DEATHS <i>for approval</i>	G	Medical Director	10.10am – 10.30am
7.4	LLR AND UHL WINTER PLANNING <i>for assurance</i>	H (to follow)	Interim Chief Operating Officer	10.30am – 10.45am
8.	RISK MANAGEMENT AND GOVERNANCE			
8.1	INTEGRATED RISK REPORT INCLUDING BOARD ASSURANCE FRAMEWORK <i>for discussion and assurance</i>	I	Medical Director	10.45am – 10.55am
5 minute comfort break				

9.	PATIENT AND PUBLIC INVOLVEMENT STRATEGY – QUARTERLY UPDATE <i>for assurance</i>	J	Director of Strategy and Communications	11am – 11.15am
10.	LLR STP AND UHL RECONFIGURATION			
10.1	LLR STP AND UHL RECONFIGURATION PROGRAMME <i>for assurance and discussion</i>	K	Chief Financial Officer/Director of Strategy and Communications	11.15am – 11.25am
11.	QUALITY AND PERFORMANCE			
11.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 30 November 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 4 January 2018 Trust Board.	L	QOC Non-Executive Director Chair	11.25am – 11.30am
11.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE To receive the summary of the issues considered at the 30 November 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 4 January 2018 Trust Board.	M	PPPC Non-Executive Director Chair	11.30am – 11.35am
11.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 30 November 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 4 January 2018 Trust Board. The financial performance report for month 7 is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer.	N N1	FIC Non-Executive Director Chair Chief Financial Officer	11.35am – 11.50am
12.	REPORTS FROM BOARD COMMITTEES	O-O3		11.50am – 11.55am
12.1	AUDIT COMMITTEE To receive the 17 November 2017 Audit Committee Minutes for endorsement.	O	Audit Committee Non-Executive Director Chair	
12.2	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 26 October 2017 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board.	O1	QOC Non-Executive Director Chair	
12.3	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 26 October 2017 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board.	O2	PPPC Non-Executive Director Chair	
12.4	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 26 October 2017 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board.	O3	FIC Non-Executive Director Chair	
13.	TRUST BOARD BULLETIN – DECEMBER 2017	P	-	-
14.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	11.55am – 12noon
15.	ANY OTHER BUSINESS	-	Chairman	-
16.	DATE OF NEXT MEETING	-		-

	The next Trust Board meeting will be held on Thursday 4 January 2018 from 9am in Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital .		Chairman	-
17.	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 18-26).			-
18.	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.			-
19.	CONFIDENTIAL MINUTES To receive the confidential Minutes of the 2 November 2017 Trust Board meeting. <i>for approval</i>	Q	Chairman	-
20.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	R	Chairman	12noon – 12.05pm
21.	REPORT FROM THE CHIEF EXECUTIVE	S (to follow)	Chief Executive	12.05pm – 12.25pm
22.	REPORT FROM THE CHIEF FINANCIAL OFFICER	T (to follow)	Chief Financial Officer	12.25pm – 12.45pm
23.	REPORT FROM THE DIRECTOR OF ESTATES AND FACILITES	U	Director of Estates and Facilities	12.45pm – 12.55pm
24.	REPORTS FROM BOARD COMMITTEES	V – V5		12.55pm – 1pm
24.1	AUDIT COMMITTEE To receive the confidential 17 November 2017 Audit Committee Minutes for endorsement.	V	Audit Committee Non-Executive Director Chair	
24.2	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the confidential 26 October QOC Minutes (noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board).	V1	QOC Non-Executive Director Chair	
24.3	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the confidential 26 October PPPC Minutes (noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board), and the confidential summary of the 30 November 2017 PPPC meeting (formal Minutes to be submitted to the 4 January 2018 Trust Board).	V2 & V3	PPPC Non-Executive Director Chair	
24.4	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the confidential 26 October FIC Minutes (noting that any recommendations were approved through the meeting summary presented to the 2 November 2017 Trust Board), and the confidential summary of the 30 November 2017 FIC (formal Minutes to be submitted to the 4 January 2018 Trust Board).	V4 & V5	FIC Non-Executive Director Chair	
25.	CONFIDENTIAL TRUST BOARD BULLETIN	W	-	-
26.	ANY OTHER BUSINESS	-	Chairman	-