

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**EXTRAORDINARY PUBLIC MEETING TO BE HELD ON FRIDAY 25 MAY 2018 FROM 12.30PM – 1.45PM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

**AGENDA**

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

Item no.	Item	Paper ref:	Lead	Indicative timing
<b>1.</b>	<b>APOLOGIES AND WELCOME</b>	-		-
	To receive apologies for absence, including Mr K Singh Trust Chairman (in his absence, the meeting will be chaired by Mr M Traynor, Deputy Chairman), Ms V Bailey Non-Executive Director and Professor P Baker Non-Executive Director.			-
<b>2.</b>	<b>DECLARATIONS OF INTERESTS</b>	-	<b>Deputy Chairman</b>	-
	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.			-
<b>3.</b>	<b>MINUTES AND MATTERS ARISING LOG</b>			-
	The Minutes and matters arising log from the 3 May 2018 Trust Board meeting will be submitted to the 7 June 2018 Trust Board. <i>For approval</i>			-
<b>4.</b>	<b>KEY ISSUES FOR DECISION/DISCUSSION</b>			
<b>4.1</b>	<b>DRAFT ANNUAL REPORT AND ANNUAL ACCOUNTS 2017-18</b> <i>for assurance and approval</i>	<b>A1 – A7</b> <b>(to follow)</b>	<b>Chief Financial Officer/Director of Corporate and Legal Affairs/ Director of Strategy and Communications/ Audit Committee Non-Executive Director Chair</b>	12.30pm – 1.30pm
	<p><b>(1) Verbal report from the Audit Committee Non-Executive Director Chair, re: that Committee’s 25 May 2018 consideration of the draft annual accounts and annual report.</b></p> <p><b>(2) Going Concern Statement 2018-19 (A1)</b></p> <p><b>(3) Statutory Accounts 2017-18 (A2)</b></p> <p><b>(4) ISA260 Audit Highlights Memorandum (A3a-A3c):-</b></p> <ul style="list-style-type: none"> <li>• Audit findings report – A3a <i>(to follow)</i>;</li> <li>• IT controls – A3b;</li> <li>• Independent Auditor’s report to the Directors of UHL NHS Trust – A3c</li> </ul> <p><b>(5) Section 30 Referral Letter (A4)</b></p> <p><b>(6) Letter of Representation (A5) <i>(to follow)</i></b></p>			

	<p><b>(7) Annual Governance Statement 2017-18 (A6)</b></p> <p><b>(8) Annual Report 2017-18 (A7) (to follow)</b></p>			
4.1.1	<p><b>APPROVALS</b> The Trust Board is invited to:-</p> <ul style="list-style-type: none"> <li>• note the contents of the reports;</li> <li>• approve the statutory accounts for the year ending 31 March 2018, and</li> <li>• approve the signing (<b>in non-black ink</b>) 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"> <li>○ <b>Statement of Directors' responsibilities in respect of Internal Control</b> (<i>Chief Executive</i>);</li> <li>○ <b>Annual Governance Statement 2017-18</b> (<i>Chief Executive</i>);</li> <li>○ <b>Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust</b> (<i>Chief Executive</i>), and <b>Statement of Directors' Responsibilities in respect of the accounts</b> (<i>Chief Executive, and the Chief Financial Officer</i>);</li> <li>○ <b>Statement of Financial Position</b> (<i>Chief Executive</i>), and</li> <li>○ <b>Letter of Representation</b> (<i>Chief Executive</i>)</li> </ul> </li> </ul>		<b>Named Executive Directors</b>	1.30pm – 1.35pm
5.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	<b>Deputy Chairman</b>	1.35pm – 1.40pm
6.	<b>ANY OTHER BUSINESS</b>	-	<b>Deputy Chairman</b>	1.40pm – 1.45pm
7.	<b>DATE OF NEXT MEETING</b>	-		
	The next <b>Trust Board meeting</b> will be held on <b>Thursday 7 June 2018</b> from <b>9am</b> in <b>Rooms A &amp; B, Clinical Education Centre, Leicester General Hospital.</b>			

Helen Stokes  
**Corporate and Committee Services Manager**