

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 7 MAY 2020 FROM 8AM – 10.30AM**

**MICROSOFT TEAMS VIRTUAL MEETING**

**Public meeting commences at 8am**

**AGENDA**

**\*\*\* Please note the earlier time for this virtual meeting and take the papers as read \*\*\***

Item no.	Item	Paper ref:	Lead	Indicative timing
<b>1.</b>	<b>APOLOGIES AND ANNOUNCEMENTS</b>	-	<b>Chairman</b>	
	To receive any apologies for absence including those from Mr J Adler, Chief Executive.			-
<b>2.</b>	<b>DECLARATIONS OF INTERESTS</b>	-	<b>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</b>			-
	To confirm the Minutes of the 26 March 2020 virtual Trust Board meeting. <i>For approval</i>	<b>A</b>	<b>Chairman</b>	-
<b>4.</b>	<b>MATTERS ARISING</b>			
	Action log from the Trust Board meeting. <i>For approval</i>	<b>B</b>	<b>Chairman</b>	8.00am – 8.05am
<b>FOR EXPLORATION</b>				
<b>5.</b>	<b>KEY ISSUES FOR DISCUSSION/DECISION</b>			
5.1	<b>CHAIRMAN'S MONTHLY REPORT – MAY 2020</b>	<b>C</b> (to follow)	<b>Chairman</b>	8.05am – 8.10am
5.2	<b>ACTING CHIEF EXECUTIVE'S MONTHLY REPORT – MAY 2020</b> To include a presentation on Covid-19.	<b>D</b>	<b>Acting Chief Executive</b>	8.10am – 8.30am
5.3	<b>CARE QUALITY COMMISSION (CQC) INSPECTION OF EMERGENCY DEPARTMENT (ED)</b>	<b>E</b> (to follow)	<b>Chief Nurse</b>	8.30am – 8.45am
<b>FOR NAVIGATION</b>				
<b>6.</b>	<b>ITEMS FOR ASSURANCE</b>			
<b>6.1</b>	<b>REPORTS FROM THE VIRTUAL BOARD COMMITTEE ASSURANCE CONFERENCE CALLS</b>	<b>F1 - F4</b>		
6.1.1	<b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b> To note that the 26 March 2020 QOC meeting was cancelled. To receive a summary of the issues considered at the 30 April 2020 assurance conference call between key Non-Executive Director and Executive Director members of/attendees at QOC.	<b>F1</b>	<b>QOC Non-Executive Director Chair</b>	8.45am – 8.50am
6.1.2	<b>PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b> To note that the 26 March 2020 PPPC meeting was cancelled. To	<b>F2</b>	<b>PPPC Non-Executive Director</b>	8.50am – 8.55am

	receive a summary of the issues considered at the 30 April 2020 assurance conference call between key Non-Executive Director and Executive Director members of/attendees at PPPC.		Chair	
6.1.3	<b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b> To note that the 26 March 2020 FIC meeting was cancelled. To receive a summary of the issues considered at the 30 April 2020 assurance conference call between key Non-Executive Director and Executive Director members of/attendees at FIC.  The <b>financial performance report for month 12</b> will be introduced separately by the Interim Chief Financial Officer.	<b>F3</b> (to follow)  <b>F4</b>	<b>FIC Non-Executive Director Chair</b>  <b>Interim Chief Financial Officer</b>	8.55am - 9am  9am – 9.10am
6.2	<b>CLINICAL RESEARCH NETWORK EAST MIDLANDS – ANNUAL PLAN 2020/21</b>	<b>G</b>	<b>Medical Director</b>	9.10am – 9.20am
6.3	<b>COVID-19 INTERIM BOARD AND BOARD COMMITTEE GOVERNANCE ARRANGEMENTS</b>	<b>H</b>	<b>Director of Corporate and Legal Affairs</b>	9.20am – 9.25am
7.	<b>ITEMS FOR NOTING</b>			-
7.1.	<b>DECLARATIONS OF INTERESTS BY TRUST BOARD MEMBERS 2019/20</b>	<b>I</b>	<b>Director of Corporate and Legal Affairs</b>	
7.2	<b>REPORTS FROM BOARD COMMITTEES</b>			-
7.2.1	<b>AUDIT COMMITTEE</b> To receive the 6 March 2020 Audit Committee Minutes, noting that any recommendations were approved through the meeting summary presented to the 26 March 2020 Trust Board.	<b>J</b> (to follow)	<b>AC Non-Executive Director Chair</b>	
8.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	<b>Chairman</b>	9.25am – 9.30am
9.	<b>ANY OTHER BUSINESS</b>	-	<b>Chairman</b>	-
10.	<b>DATE OF NEXT MEETING</b>	-	-	
	The next Trust Board meeting will be held virtually on Thursday 4 June 2020 from 8am.	-	<b>Chairman</b>	
11.	<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 12-18).	-	-	-
	<b>5-minute comfort break 9.30am – 9.35am</b>			
12.	<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.	-	<b>Chairman</b>	-
13.	<b>CONFIDENTIAL MINUTES</b> To confirm the confidential Minutes of the 26 March 2020 virtual Trust Board meeting. <i>for approval</i>	<b>K</b>	<b>Chairman</b>	-
14.	<b>MATTERS ARISING</b> Confidential action log from the Trust Board. <i>for approval</i>	<b>L</b>	<b>Chairman</b>	9.35am – 9.40am
<b>FOR EXPLORATION</b>				

<b>15.</b>	<b>KEY ISSUES FOR DISCUSSION/DECISION</b>			
15.1	<b>CONFIDENTIAL REPORTS BY THE INTERIM CHIEF FINANCIAL OFFICER</b>	<b>M1 – M3 (M2 to follow)</b>	<b>Interim Chief Financial Officer</b>	9.40am – 10.05am
15.2	<b>CONFIDENTIAL REPORT BY THE DIRECTOR OF ESTATES AND FACILITIES</b>	<b>N</b>	<b>Director of Estates and Facilities</b>	10.05am – 10.15am
<b>FOR NAVIGATION</b>				
<b>16.</b>	<b>ITEMS FOR ASSURANCE</b>			
16.1	<b>CONFIDENTIAL REPORT BY THE DIRECTOR OF ESTATES AND FACILITIES</b>	<b>O</b>	<b>Director of Estates and Facilities</b>	10.15am – 10.20am
<b>16.2</b>	<b>REPORTS FROM BOARD COMMITTEES</b>	<b>P1 &amp; P2</b>		
16.2.1	<b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b> To note that the 26 March 2020 FIC meeting was cancelled. To receive a summary of the issues considered at the 30 April 2020 assurance conference call between key Non-Executive Director and Executive Director members of/attendees at FIC (any items requiring Trust Board approval are appended to the summary).	<b>P1</b>	<b>FIC Non-Executive Director Chair</b>	10.20am - 10.30am
16.2.2	<b>REMUNERATION COMMITTEE</b> To receive the confidential minutes of the Remuneration Committee held on 5 March 2020 and approve any recommended items.	<b>P2</b>	<b>Chairman</b>	
<b>17.</b>	<b>ITEMS FOR NOTING</b>			-
17.1	<b>CONFIDENTIAL REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b>	<b>Q</b>	<b>Director of Corporate and Legal Affairs</b>	
<b>17.2</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			-
17.2.1	<b>AUDIT COMMITTEE</b> To receive the 6 March 2020 Audit Committee confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 26 March 2020 Trust Board).	<b>R (to follow)</b>	<b>AC Non-Executive Director Chair</b>	-
<b>18.</b>	<b>ANY OTHER BUSINESS</b>	<b>-</b>	<b>Chairman</b>	-

Kate Rayns, Corporate and Committee Services Officer