

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 7 JANUARY 2021 FROM 9AM – 12.10PM

MICROSOFT TEAMS VIRTUAL MEETING

Public meeting commences at 9am

AGENDA

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

Item no.	Item	Paper ref:	Lead	Indicative timing
1.	APOLOGIES AND ANNOUNCEMENTS	-	Chairman	
	To receive any apologies for absence, including those from Mr S Lazarus, Chief Financial Officer. To note that Mr J Shuter, Director of Operational Finance will be attending on behalf of the Chief Financial Officer.			-
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			-
	To confirm the Minutes of the 3 December 2020 virtual 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	9.00am – 9.05am
FOR EXPLORATION				
5.	KEY ISSUES FOR DISCUSSION/DECISION			
5.1	TIME CRITICAL TELEPHONE CONVERSATIONS IN THE EMERGENCY DEPARTMENT – A PILOT EDUCATION PROGRAMME	C	Chief Nurse	9.05am – 9.20am
5.2	CHAIRMAN'S MONTHLY REPORT – JANUARY 2021	D	Chairman	9.20am – 9.30am
5.3	ACTING CHIEF EXECUTIVE'S MONTHLY REPORT – JANUARY 2021	E	Acting Chief Executive	9.30am – 9.45am
5.4	OCKENDEN REPORT – INDEPENDENT REVIEW OF MATERNITY SERVICES AT THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST <i>Mr I Scudamore, Clinical Director for Women's and Children's Services and Ms E Broughton, Head of Midwifery to join the virtual meeting for this item</i>	F (to follow)	Chief Nurse	9.45am – 9.55am
FOR NAVIGATION				
6.	ITEMS FOR ASSURANCE			
6.1	REPORTS FROM VIRTUAL BOARD COMMITTEE MEETINGS – DECEMBER 2020	G1 – G4		

6.1.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive a summary of the issues considered at the 17 December 2020 QOC and approve any recommended items.	G1	QOC Non-Executive Director Chair	9.55am – 10.00am
6.1.2	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive a summary of the issues considered at the 17 December 2020 PPPC and approve any recommended items (including the <i>Junior Doctors Contract Guardian of Safe Working report</i>).	G2	PPPC Non-Executive Director Chair	10.00am – 10.05am
6.1.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive a summary of the issues considered at the 17 December 2020 FIC and approve any recommended items. The <i>financial performance report for month 8 of 2020/21</i> will be introduced separately by the Director of Operational Finance.	G3 G4	FIC Non-Executive Director Chair Director of Operational Finance (on behalf of the Chief Financial Officer)	10.05am – 10.10am 10.10am – 10.15am
6.2	EAST MIDLANDS CLINICAL RESEARCH NETWORK (EMCRN) – QUARTERLY UPDATE	H	Medical Director	10.15am – 10.25am
7.	ITEMS FOR NOTING			-
7.1	MINUTES FROM THE VIRTUAL BOARD COMMITTEE MEETINGS – NOVEMBER 2020	I1 – I3		
7.1.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the Minutes of the 26 November 2020 QOC, noting that any recommended items were approved through the meeting summary presented to the 3 December 2020 Trust Board.	I1	QOC Non-Executive Director Chair	-
7.1.2	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the Minutes of the 26 November 2020 PPPC, noting that any recommended items were approved through the meeting summary presented to the 3 December 2020 Trust Board.	I2	PPPC Non-Executive Director Chair	-
7.1.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the Minutes of the 26 November 2020 FIC, noting that any recommended items were approved through the meeting summary presented to the 3 December 2020 Trust Board.	I3	FIC Non-Executive Director Chair	-
8.	CORPORATE TRUSTEE BUSINESS			
8.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the Minutes of the 18 December 2020 CFC, and approve any recommended items (as Corporate Trustee).	J	CFC Non-Executive Director Chair	10.25am – 10.30am
9.	QUESTIONS FROM THE PUBLIC AS NOTIFIED IN ADVANCE OF THE MEETING	-	Chairman	10.30am – 10.35am
10.	ANY OTHER BUSINESS	-	Chairman	-
11.	DATE OF NEXT MEETING	-	-	
	The next Trust Board meeting will be held virtually on Thursday 4 February 2021 from 9am.	-	Chairman	
12.	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 13-20).	-	-	-
	<i>10-minute comfort break 10.35am – 10.45am</i>			
13.	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	-	Chairman	-

	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.			
14.	CONFIDENTIAL MINUTES To confirm the confidential Minutes of the 3 December 2020 virtual Trust Board meeting. <i>for approval</i>	K	Chairman	-
15.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	L	Chairman	10.45am – 10.50am
FOR EXPLORATION				
16.	KEY ISSUES FOR DISCUSSION/DECISION	-		-
16.1	CONFIDENTIAL REPORT BY THE CHIEF FINANCIAL OFFICER	M (to follow)	Director of Operational Finance (on behalf of the Chief Financial Officer)	10.50am – 11.00am
16.2	CONFIDENTIAL REPORT BY THE DIRECTOR OF FINANCIAL IMPROVEMENT	N	Director of Financial Improvement	11.00am – 11.10am
16.3	CONFIDENTIAL REPORT BY THE ACTING CHIEF EXECUTIVE	O	Acting Chief Executive	11.10am – 11.15am
16.4	CONFIDENTIAL REPORT BY THE TRUST CHAIRMAN	P (to follow)	Trust Chairman	11.15am – 11.30am
FOR NAVIGATION				
17.	ITEMS FOR ASSURANCE			
17.1	REPORTS FROM BOARD COMMITTEES			
17.1.1	AUDIT COMMITTEE To receive the draft confidential Minutes of the 2 December 2020 Audit Committee and approve any recommended items.	Q & Q1	AC Non-Executive Director Chair	11.30am – 11.40am
17.1.2	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive a summary of the confidential issues considered at the 17 December 2020 FIC (any items requiring Trust Board approval are appended to the summary). To receive the confidential Minutes of the FIC meeting held on 26 November 2020 and to approve any recommended items.	Q2 & Q3	FIC Non-Executive Director Chair	11.40am – 11.50am
17.1.3	REMUNERATION COMMITTEE To receive the confidential Minutes of the 10 December 2020 Remuneration Committee and approve any recommended items.	Q4	Trust Chairman	11.50am – 11.55am
17.2	REPORTS FROM EXECUTIVE GROUPS			
17.2.1	EXECUTIVE STRATEGY BOARD (ESB) To receive the action notes arising from the ESB meetings held on 3 November 2020 and 1 December 2020.	R1 & R2	Acting Chief Executive	11.55am – 12noon
18.	CORPORATE TRUSTEE BUSINESS			
18.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the confidential Minutes of the 18 December 2020 CFC and approve any recommended items (acting as Corporate Trustee).	S	CFC Non-Executive Director Chair	12noon – 12.05pm
19.	ITEMS FOR NOTING			
19.1	CONFIDENTIAL REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	T	Director of Corporate and Legal Affairs	-
20.	ANY OTHER BUSINESS	-	Chairman	12.05pm – 12.10pm