

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 3 MAY 2018 FROM 9AM IN ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL

Public meeting commences at 9am

AGENDA

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

Item no.	Item	Paper ref:	Lead	Indicative timing
1.	APOLOGIES AND WELCOME	-	Deputy Chairman	
	To receive apologies for absence, including Mr K Singh Trust Chairman, and Mr A Furlong, Medical Director. The meeting will be chaired by Mr M Traynor, Deputy Chairman. To welcome Mr J Jameson, Deputy Medical Director to the meeting.			-
2.	DECLARATIONS OF INTERESTS	-	Deputy 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 receive the Minutes of the 1 March 2018 and 12 April 2018 Trust Board meetings. <i>For approval</i>	A & A1	Deputy Chairman	-
4.	MATTERS ARISING			9am – 9.05am
	Action log from the Trust Board meeting. <i>For approval</i>	B	Deputy Chairman	
5.	CHIEF EXECUTIVE'S MONTHLY REPORT MAY 2018 <i>for discussion</i>	C (to follow)	Chief Executive	9.05am – 9.25am
6.	KEY ISSUES FOR DISCUSSION/DECISION			
6.1	STAFF STORY <i>for discussion</i>	D	Acting Director of Workforce and OD/Acting Chief Nurse	9.25am – 9.45am
6.2	ANNUAL OPERATIONAL PLAN 2018-19 <i>for approval</i>	E (to follow)	Director of Strategy and Communications/ Chief Financial Officer	9.45am – 10.05am
7.	RISK MANAGEMENT AND GOVERNANCE			
7.1	INTEGRATED RISK REPORT INCLUDING BOARD ASSURANCE FRAMEWORK: 2017-18 CLOSEDOWN POSITION <i>for discussion and assurance</i>	F	Deputy Medical Director	10.05am – 10.15am
7.2	PROGRESS UPDATE ON THE DEVELOPMENT OF THE FACILITIES MANAGEMENT LLP <i>for discussion and assurance</i>	G	Chief Financial Officer	10.15am – 10.20am
7.3	DATA SECURITY PROTECTION REQUIREMENTS <i>for approval</i>	H	Chief Information Officer	10.20am – 10.30am
			Director of	

7.4	NHS PROVIDER LICENCE SELF-CERTIFICATION <i>for approval</i>	I	Corporate and Legal Affairs	10.30am – 10.35am
<i>5 minute comfort break</i>				
8.	LLR STP AND UHL RECONFIGURATION			
8.1	LLR STP AND UHL RECONFIGURATION PROGRAMME <i>for assurance and discussion</i>	J	Director of Strategy & Communications/ Chief Financial Officer	10.40am – 10.55am
9.	EDUCATION, TRAINING, RESEARCH AND INNOVATION			
9.1	RESEARCH & INNOVATION 2017-18 QUARTER 4 REPORT <i>for discussion and assurance</i>	K	Deputy Medical Director	10.55am – 11.10am
9.2	MULTIPROFESSIONAL EDUCATION AND TRAINING 2017-18 QUARTER 4 REPORT <i>for discussion and assurance</i>	L	Acting Chief Nurse/Deputy Medical Director	11.10am – 11.25am
10.	QUALITY, PERFORMANCE AND FINANCE			
10.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 26 April 2018 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 7 June 2018 Trust Board.	M	QOC Non-Executive Director Chair	11.25am – 11.30am
10.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 26 April 2018 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 7 June 2018 Trust Board.	N	PPPC Non-Executive Director Chair	11.30am – 11.35am
10.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 26 April 2018 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 7 June 2018 Trust Board. The financial performance report for month 12 is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer.	O O1	FIC Non-Executive Director Chair Chief Financial Officer	11.35am – 11.40am 11.40am – 11.50am
11.	REPORTS FROM BOARD COMMITTEES	P – P2		11.50am – 11.55am
11.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 29 March 2018 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 12 April 2018 Trust Board.	P	QOC Non-Executive Director Chair	
11.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 22 March 2018 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 12 April 2018 Trust Board.	P1	PPPC Non-Executive Director Chair	
11.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 22 March 2018 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 12 April 2018 Trust Board.	P2	FIC Non-Executive Director Chair	
12.	CORPORATE TRUSTEE BUSINESS			11.55am – 12noon
12.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the 12 April 2018 CFC Minutes and approve (as Corporate Trustee) any recommendations therein.	Q	CFC Non-Executive Director Chair	

13.	TRUST BOARD BULLETIN – MAY 2018	R	-	-
14.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Deputy Chairman	12noon – 12.05pm
15.	ANY OTHER BUSINESS	-	Deputy Chairman	12.05pm – 12.10pm
16.	DATE OF NEXT MEETING	-		
	<p>An extraordinary public Trust Board meeting to approve the 2017-18 annual accounts will be held on Friday 25 May 2018, from 12.30pm – 1.45pm in the C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary.</p> <p>The next scheduled Trust Board meeting will then be held on Thursday 7 June 2018 from 9am in rooms A & B, Clinical Education Centre, Leicester General Hospital.</p>		Deputy Chairman	-
17.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>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 18-25).</p>			-
18.	<p>DECLARATIONS OF INTERESTS</p> <p>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.</p>			-
19.	<p>CONFIDENTIAL MINUTES</p> <p>To receive the confidential Minutes of the 1 March 2018 and 12 April 2018 Trust Board meetings. <i>for approval</i></p>	S & S1	Deputy Chairman	-
20.	<p>MATTERS ARISING</p> <p>Confidential action log from the Trust Board. <i>for approval</i></p>	T	Deputy Chairman	12.10pm – 12.15pm
21.	<p>REPORT FROM THE DIRECTOR OF ESTATES AND FACILITIES</p>	U	Director of Estates and Facilities	12.15pm – 12.35pm
22.	REPORTS FROM BOARD COMMITTEES	V – V4		12.35pm – 12.40pm
22.1	<p>QUALITY AND OUTCOMES COMMITTEE (QOC)</p> <p>To receive the confidential Minutes of the 29 March 2018 QOC (noting that any recommendations were approved through the meeting summary presented to the April 2018 Trust Board).</p>	V	QOC Non-Executive Director Chair	
22.2	<p>PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC)</p> <p>To receive the confidential 22 March 2018 PPPC Minutes (noting that any recommendations were approved through the meeting summary presented to the 12 April 2018 Trust Board) and the confidential summary of the 26 April 2018 PPPC (formal Minutes to be submitted to the 7 June 2018 Trust Board).</p>	V1 & V2	PPPC Non-Executive Director Chair	
22.3	<p>FINANCE AND INVESTMENT COMMITTEE (FIC)</p> <p>To receive the confidential 22 March 2018 FIC Minutes (noting that any recommendations were approved through the meeting summary presented to the 12 April 2018 Trust Board), and the confidential summary of the 26 April 2018 FIC (formal Minutes to be submitted to the 7 June 2018 Trust Board).</p>	V3 & V4	FIC Non-Executive Director Chair	

23.	CORPORATE TRUSTEE BUSINESS			
23.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the confidential 12 April 2018 CFC Minutes and approve (as Corporate Trustee) any recommendations therein.	W		12.40pm – 12.45pm
23.2	REPORT FROM THE DIRECTOR OF STRATEGY AND COMMUNICATIONS	X		12.45pm – 1pm
24.	CONFIDENTIAL TRUST BOARD BULLETIN	Y		-
25.	ANY OTHER BUSINESS	-	Deputy Chairman	-

Helen Stokes – Corporate and Committee Services Manager