

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 4 JANUARY 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.	<b>APOLOGIES AND WELCOME</b>	-	Chairman	
	To receive apologies for absence, including Professor P Baker, Non-Executive Director.			-
2.	<b>DECLARATIONS OF INTERESTS</b>	-	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.	<b>MINUTES</b>			-
	Minutes of the 7 December 2017 Trust Board meeting. <i>For approval</i>	A	Chairman	-
4.	<b>MATTERS ARISING</b>			9am – 9.05am
	Action log from the Trust Board meeting. <i>For approval</i>	B	Chairman	
5.	<b>CHAIRMAN'S MONTHLY REPORT JANUARY 2018</b> <i>for discussion</i>	C	Chairman	9.05am – 9.10am
6.	<b>CHIEF EXECUTIVE'S MONTHLY REPORT JANUARY 2018</b> <i>for discussion</i>	D	Chief Executive	9.10am – 9.30am
7.	<b>KEY ISSUES FOR DECISION/DISCUSSION</b>			
7.1	<b>STAFF STORY – FREEDOM TO SPEAK UP GUARDIAN</b> <i>for discussion and assurance</i>	E	Medical Director	9.30am – 9.45am
7.2	<b>STEP INTO HEALTH INITIATIVE</b> <i>for approval</i>	F	Director of Workforce and OD	9.45am – 9.55am
8.	<b>RISK MANAGEMENT AND GOVERNANCE</b>			
8.1	<b>INTEGRATED RISK REPORT INCLUDING BOARD ASSURANCE FRAMEWORK</b> <i>for discussion and assurance</i>	G	Medical Director	9.55am – 10.05am
9.	<b>LLR STP AND UHL RECONFIGURATION</b>			
9.1	<b>LLR STP AND UHL RECONFIGURATION PROGRAMME</b> <i>for assurance and discussion</i>	H	Director of Strategy and Communications/ Chief Financial Officer	10.05am – 10.15am
<i>5 minute comfort break</i>				

<b>10.</b>	<b>QUALITY AND PERFORMANCE</b>			
10.1	<b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b> To receive the summary of the issues considered at the 21 December 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 1 February 2018 Trust Board.	I	QOC Non-Executive Director Chair	10.20am – 10.25am
10.2	<b>PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b> To receive the summary of the issues considered at the 21 December 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 1 February 2018 Trust Board.	J	PPPC Non-Executive Director Chair	10.25am – 10.30am
10.3	<b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b> To receive the summary of the issues considered at the 21 December 2017 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 1 February 2018 Trust Board.  The <b>financial performance report for month 8</b> is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer.	K  K1	FIC Non-Executive Director Chair  Chief Financial Officer	10.30am – 10.45am
<b>11.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>	L – L2		10.45am – 10.50am
11.1	<b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b> To receive the 30 November 2017 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board.	L	QOC Non-Executive Director Chair	
11.2	<b>PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b> To receive the 30 November 2017 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board.	L1	PPPC Non-Executive Director Chair	
11.3	<b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b> To receive the 30 November 2017 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board.	L2	FIC Non-Executive Director Chair	
<b>12.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			
12.1	<b>CHARITABLE FUNDS COMMITTEE (CFC)</b> To receive the 7 December 2017 CFC Minutes and endorse any recommendations as Corporate Trustee.	M	CFC Non-Executive Director Chair	10.50am – 10.55am
12.2	<b>LEICESTER HOSPITALS CHARITY ANNUAL ACCOUNTS AND ANNUAL REPORT 2016-17</b> <i>for approval</i>	N	Chief Financial Officer/Director of Strategy and Communications	10.55am – 11.10am
<b>13.</b>	<b>TRUST BOARD BULLETIN – DECEMBER 2017</b>	O	-	-
<b>14.</b>	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	Chairman	11.10am – 11.15am
<b>15.</b>	<b>ANY OTHER BUSINESS</b>	-	Chairman	11.15am – 11.20am
<b>16.</b>	<b>DATE OF NEXT MEETING</b>	-		-

	The next <b>Trust Board meeting</b> will be held on <b>Thursday 1 February 2018</b> from <b>9am</b> in the <b>Board Room, Victoria Building, Leicester Royal Infirmary</b> .		<b>Chairman</b>	-
<b>17.</b>	<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 18-26).			-
<b>18.</b>	<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>19.</b>	<b>CONFIDENTIAL MINUTES</b> To receive the confidential Minutes of the 7 December 2017 Trust Board meeting. <i>for approval</i>	<b>P</b>	<b>Chairman</b>	-
<b>20.</b>	<b>MATTERS ARISING</b> Confidential action log from the Trust Board. <i>for approval</i>	<b>Q</b>	<b>Chairman</b>	11.20am – 11.25am
<b>21.</b>	<b>REPORT FROM THE CHAIRMAN</b>	<b>R</b>	<b>Chairman</b>	11.25am – 11.30am
<b>22.</b>	<b>REPORTS FROM THE CHIEF FINANCIAL OFFICER</b>	<b>S &amp; S1</b>	<b>Chief Financial Officer</b>	11.30am – 11.50am
<b>23.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>	<b>T – T4</b>		11.50am – 11.55am
23.1	<b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b> To receive the confidential 30 November QOC Minutes (noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board).	<b>T</b>	<b>QOC Non-Executive Director Chair</b>	
23.2	<b>PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b> To receive the confidential 30 November PPPC Minutes (noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board).	<b>T1</b>	<b>PPPC Non-Executive Director Chair</b>	
23.3	<b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b> To receive the confidential 30 November FIC Minutes (noting that any recommendations were approved through the meeting summary presented to the 7 December 2017 Trust Board), and the confidential summary of the 21 December 2017 FIC (formal Minutes to be submitted to the 1 February 2018 Trust Board).	<b>T2 &amp; T3</b>	<b>FIC Non-Executive Director Chair</b>	
23.4	<b>REMUNERATION COMMITTEE</b> To receive the confidential Minutes of the 7 December 2017 Remuneration Committee and approve any recommendations.	<b>T4</b>	<b>Chairman</b>	
<b>24.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			
24.1	<b>CHARITABLE FUNDS COMMITTEE (CFC)</b> To receive the confidential 7 December 2017 CFC Minutes and approve any recommendations.	<b>U</b>		11.55am – 12noon
<b>25.</b>	<b>CONFIDENTIAL TRUST BOARD BULLETIN</b>	<b>V</b>	-	-
<b>26.</b>	<b>ANY OTHER BUSINESS</b>	-	<b>Chairman</b>	-