

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 27 JUNE 2013 FROM 10.15AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

Public meeting commences at 1pm

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-13.			-
2.	APOLOGIES FOR ABSENCE To receive apologies from Dr T Bentley, Leicester City CCG Representative, Mr P Walmsley, Head of Operations and Professor D Wynford-Thomas, Non-Executive Director.	-	Chairman	-
3.	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 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.			-
4.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	10.15am – 10.30am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 30 May 2013 meeting. <i>For approval</i>	A	Chairman	10.30am – 10.35am
6.	MATTERS ARISING Confidential matters arising/action log from the 30 May 2013 meeting. <i>For approval</i>	B	Chairman	10.35am – 10.40am
7.	REPORTS BY THE CHIEF EXECUTIVE <i>Commercial interests and personal information</i>	C & C1 (C1 to follow)	Chief Executive	10.40am – 11.30am
8.	REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES <i>Commercial interests</i>	D & D1	Director of Finance and Business Services	11.30am – 11.55am
9.	REPORT BY THE DIRECTOR OF MARKETING AND COMMUNICATIONS	E (to follow)	Director of Marketing and Communications	11.55am – 12.10pm

	<i>Commercial interests and personal information</i>			
10.	REPORT BY THE DIRECTOR OF HUMAN RESOURCES <i>Personal information</i>	F	Director of Human Resources	12.10pm – 12.15pm
11.	REPORTS FROM BOARD COMMITTEES			12.15pm – 12.20pm
11.1	AUDIT COMMITTEE Confidential Minutes of the 28 May 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	G	Audit Committee Chair	
11.2	EMPATH PROGRAMME BOARD Minutes of the 24 May 2013 meeting and Consolidated Director's report for noting. <i>Commercial interests</i>	H & H1	Mr R Kilner, Non-Executive Director	
11.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 29 May 2013 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i>	I	Finance and Performance Committee Chairman	
11.4	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 21 May 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	J	Quality Assurance Committee Chair	
12.	CORPORATE TRUSTEE BUSINESS			-
12.1	CHARITABLE FUNDS COMMITTEE To note that the 14 June 2013 meeting was cancelled and the next meeting is scheduled for 13 September 2013.	-	Charitable Funds Committee Chairman	
13.	ANY OTHER BUSINESS	-	Chairman	12.20pm – 12.30pm
<i>Lunch break from 12.30pm to 1pm prior to commencing the public section of the meeting</i>				
14.	DECLARATION 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.			
15.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	1pm – 1.10pm
16.	MINUTES			
	Minutes of the 30 May 2013 Trust Board meeting. <i>For approval</i>	K	Chairman	1.10pm – 1.15pm
17.	MATTERS ARISING			
	Matters arising/action log from the 30 May 2013 meeting. <i>For approval</i>	L	Chairman	1.15pm – 1.20pm

18.	CLINICAL QUALITY AND SAFETY			
18.1	INITIAL RESPONSE TO THE PUBLICATION OF THE INDEPENDENT RECONFIGURATION PANEL'S REPORT INTO CHILDREN'S HEART SURGERY <i>For discussion and assurance</i>	M	Director of Marketing and Communications/ Medical Director	1.20pm – 1.30pm
18.2	CLINICAL COMMISSIONING GROUPS MATERNITY SERVICES REVIEW <i>For discussion and assurance</i>	N	Medical Director	1.30pm – 1.40pm
18.3	LLR HEALTH CARE COMMUNITY RESPONSE TO FRANCIS REPORT <i>For discussion and assurance</i>	O	Chief Executive	1.40pm – 1.50pm
18.4	CONTRASTING EXPERIENCES <i>For discussion and assurance</i>	P Presentation	Acting Chief Nurse	1.50pm – 2.05pm
18.5	MAKING EVERY CONTACT COUNT – REVISED IMPLEMENTATION PLAN <i>For discussion and approval</i>	Q	Director of Marketing and Communications	2.05pm – 2.10pm
18.6	DRAFT QUALITY ACCOUNT 2012-13 AND DIRECTORS' STATEMENT <i>For approval</i>	R	Medical Director	2.10pm – 2.20pm
19.	QUALITY AND PERFORMANCE <i>For assurance</i>			
19.1	MONTH 2 QUALITY AND PERFORMANCE REPORT <i>For assurance</i> Consideration of this item will be structured as follows:- The Non-Executive Director Chair of the Quality Assurance Committee will be invited to comment verbally on the month 2 position, as considered at the meeting held on 18 June 2013 (the Minutes of which will be presented to the 25 July 2013 Trust Board). Minutes of the 21 May 2013 Quality Assurance Committee meeting are also attached for noting and endorsement of any recommendations. Lead Executive Directors will then be invited to comment on their respective sections of the month 1 report, specifically:- (a) Medical Director – patient safety and quality; (b) Acting Chief Nurse – patient experience (including receipt of the National Inpatient Survey Results 2012 report as received by the Quality Assurance Committee on 18 June 2013); (c) Chief Executive – operational performance and exception reports; (d) Chief Executive – update on emergency care performance, and (e) Director of Human Resources – human resources.	S S1 S2 S3 & S4 (S4 to follow)	Quality Assurance Chair Lead Executive Directors Medical Director Acting Chief Nurse Chief Executive Chief Executive Director of Human Resources	2.20pm – 2.40pm
19.2	MONTH 2 FINANCIAL PERFORMANCE <i>For assurance</i> The Non-Executive Director Chair of the Finance	T	Director of Finance and Business Services	2.40pm – 3pm

	and Performance Committee will be invited to comment verbally on the month 2 position, as considered at the meeting held on 26 June 2013 (the Minutes of which will be presented to the 25 July 2013 Trust Board). Minutes of the 29 May 2013 Finance and Performance Committee meeting are also attached for noting and endorsement of any recommendations.	T1		
19.3	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	U	Director of Corporate and Legal Affairs	3pm – 3.05pm
20.	STRATEGY AND FORWARD PLANNING			
20.1	IMPROVEMENT AND INNOVATION FRAMEWORK <i>For discussion and approval</i>	V	Chief Executive	3.05pm – 3.15pm
20.2	STRATEGIC OUTLINE CASE FOR UHL'S EMERGENCY FLOOR <i>For discussion and approval</i>	W & W1 (W1 to follow)	Chief Executive	3.15pm – 3.30pm
20.3	UPDATE ON UHL'S FOUNDATION TRUST APPLICATION <i>For discussion and assurance</i>	X	Chief Executive	3.30pm – 3.35pm
20.4	RESPONSE TO TRUST DEVELOPMENT AUTHORITY FEEDBACK ON UHL'S 2013-14 ANNUAL OPERATIONAL PLAN <i>For discussion and assurance</i>	Y	Director of Finance and Business Services	3.35pm – 3.45pm
20.5	APPLICATION FOR CENTRAL ENERGY EFFICIENCY FUNDING <i>For discussion</i>	Z	Director of Finance and Business Services	3.45pm – 3.55pm
21.	HUMAN RESOURCES			
21.1	QUARTERLY UPDATE ON WORKFORCE AND ORGANISATIONAL DEVELOPMENT <i>For assurance</i>	AA	Director of Human Resources	3.55pm – 4.10pm
22.	RESEARCH, DEVELOPMENT AND MEDICAL EDUCATION			
22.1	QUARTERLY UPDATE ON MEDICAL EDUCATION <i>For discussion and assurance</i>	BB	Medical Director	4.10pm – 4.25pm
23.	GOVERNANCE			
23.1	DRAFT UHL ANNUAL REPORT 2012-13 <i>For approval</i>	CC	Director of Marketing and Communications	4.25m – 4.35pm
24.	RISK			
24.1	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	DD	Medical Director	4.35pm – 4.50pm
25.	REPORTS FROM BOARD COMMITTEES			4.50pm – 4.55pm
25.1	AUDIT COMMITTEE	EE	Audit Committee	

	Minutes of the 28 May 2013 meeting. <i>For noting</i>		Chair	
26.	CORPORATE TRUSTEE BUSINESS			-
26.1	CHARITABLE FUNDS COMMITTEE To note that the 14 June 2013 meeting was cancelled and the next meeting is scheduled for 13 September 2013.		Charitable Funds Committee Chairman	
27.	TRUST BOARD BULLETIN – JUNE 2013	FF	-	-
28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	4.55pm – 5.15pm
29.	ANY OTHER BUSINESS	-	Chairman	5.15pm – 5.20pm
30.	DATE OF NEXT MEETING			
	Thursday 25 July 2013 from 9.00am (Seminar Rooms A & B, Clinical Education Centre, Leicester General Hospital).	-		

Kate Rayns,
Trust Administrator