

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 27 FEBRUARY 2014 FROM 9.30AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

***Public meeting commences at 12.30pm***

**AGENDA**

***Please take papers as read***

Item no.	Item	Paper ref:	Lead	Discussion time
1.	<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 1-16).			-
2.	<b>APOLOGIES AND WELCOME</b> To receive apologies for absence from Professor D Wynford-Thomas, Non-Executive Director, Mr A Seddon, Director of Finance and Business Services and Mrs K Shields, Director of Strategy. Mrs H Seth, Head of Planning and Business Development will attend in the absence of the Director of Strategy.	-	Acting Chairman	9.30 – 9.32am
3.	<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.			-
4.	<b>ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Acting Chairman and Chief Executive	9.32 – 9.40am
5.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 30 January 2014 Trust Board meeting. <i>For approval</i>	A	Acting Chairman	9.40 – 9.42am
6.	<b>MATTERS ARISING</b> Confidential action log from the 30 January 2014 Trust Board. <i>For approval</i>	B (to follow)	Acting Chairman	9.42 – 9.50am
7.	<b>REPORT BY THE CHIEF EXECUTIVE</b> <i>Commercial interests and prejudicial to the conduct of public affairs</i>	C	Chief Executive	9.50 – 10.15am
8.	<b>REPORTS BY THE MEDICAL DIRECTOR</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	verbal	Medical Director	10.15 – 10.35am
9.	<b>REPORTS BY THE DIRECTOR OF HUMAN RESOURCES</b> <i>Personal information, commercial interests, and prejudicial</i>	D & D1	Director of Human Resources	10.35 – 10.45am

	<i>to the conduct of public affairs</i>			
10.	<b>REPORTS BY THE DIRECTOR OF STRATEGY</b> <i>Commercial interests</i>	E	Head of Planning and Business Development	10.45 – 10.55am
11.	<b>REPORT BY THE CHIEF EXECUTIVE</b> <i>Prejudicial to the conduct of public affairs</i>	F (to follow)	Chief Executive	10.55 – 11.25am
12.	<b>REPORT BY THE CHIEF NURSE</b> <i>Personal information</i>	G	Chief Nurse	11.25 – 11.45am
13.	<b>REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	verbal report	Director of Corporate and Legal Affairs	11.45 – 11.50am
14.	<b>REPORTS FROM BOARD COMMITTEES</b>			11.50 – 11.55am
14.1	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 29 January 2014 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	H	Quality Assurance Committee Chair	
14.2	<b>REMUNERATION COMMITTEE</b> Confidential Minutes of the 30 January 2014 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i>	I	Acting Chairman	
15.	<b>PRIVATE TRUST BOARD BULLETIN FEBRUARY 2014</b> <i>No items for noting.</i>	-		-
16.	<b>CORPORATE TRUSTEE BUSINESS</b>	-		11.55 – 11.56am
16.1	<b>CHARITABLE FUNDS COMMITTEE</b> Confidential Minutes of the 3 February 2014 Charitable Funds Committee meeting for noting and endorsement of recommendations. <i>Prejudicial to the conduct of public affairs</i>	additional paper 1	Charitable Funds Committee Chair	
17.	<b>ANY OTHER BUSINESS</b>	-	Acting Chairman	11.56 – 12noon
<b><i>Lunch break from 12noon to 12.30pm prior to commencing the public section of the meeting</i></b>				
18.	<b>DECLARATION OF INTERESTS</b>	-	Acting 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.			
19.	<b>ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Acting Chairman/ Chief Executive	12.30 – 12.35pm
20.	<b>MINUTES</b>			
	Minutes of the 30 January 2014 Trust Board meeting. <i>For approval</i>	J	Acting Chairman	12.35 – 12.37pm
21.	<b>MATTERS ARISING</b>			

	Action log from the 30 January 2014 meeting. <i>For approval</i>	<b>K</b> <b>(to follow)</b>	<b>Acting Chairman</b>	12.37 – 12.45pm
<b>22.</b>	<b>REPORTS BY THE CHIEF EXECUTIVE</b>			
<b>22.1</b>	<b>MONTHLY UPDATE REPORT – FEBRUARY 2014</b> <i>For discussion and assurance</i>	<b>L</b>	<b>Chief Executive</b>	12.45 – 12.55pm
<b>22.2</b>	<b>IM&amp;T DATA CENTRE</b> <i>For discussion and assurance</i>	<b>M</b>	<b>Chief Executive</b>	12.55 – 1.10pm
<b>22.3</b>	<b>ELECTRONIC DOCUMENTS RECORDS MANAGEMENT UPDATE</b> <i>For discussion and assurance</i>	<b>N</b>	<b>Chief Executive</b>	1.10 – 1.20pm
<b>23.</b>	<b>CLINICAL QUALITY AND SAFETY</b>			
<b>23.1</b>	<b>PATIENT EXPERIENCE</b> <i>For discussion and assurance</i>	<b>O</b>	<b>Chief Nurse</b>	1.20 – 1.45pm
<b>24.</b>	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
<b>24.1</b>	<p><b>MONTH 10 QUALITY, FINANCE AND PERFORMANCE REPORT</b> <i>For assurance</i></p> <p><b>Consideration of this item will be structured as follows:-</b></p> <p><b><u>Quality</u></b></p> <p>(a) The <b>Non-Executive Director Chair</b> of the <b>Quality Assurance Committee</b> will be invited to comment verbally on the month 10 position, as considered at the meeting held on 26 February 2014 (the Minutes of which will be presented to the 27 March 2014 Trust Board);</p> <p>(b) <b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 10 report, specifically:-</p> <ul style="list-style-type: none"> <li>• <b>Chief Nurse</b> – patient safety and quality, quality commitment, patient experience. A never event is reported at paper P1;</li> <li>• <b>Medical Director</b> – mortality rates;</li> </ul> <p><b><u>Finance and Performance</u></b></p> <p>(c) <b>Acting Chair</b> to comment verbally on the month 10 position, as considered at the <b>Finance and Performance Committee</b> meeting held on 26 February 2014 (the Minutes of which will be presented to the 27 March 2014 Trust Board).</p> <p>(d) <b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 10 report, specifically:-</p> <ul style="list-style-type: none"> <li>• <b>Chief Operating Officer</b> – operational performance and exception reports;</li> <li>• <b>Director of Human Resources</b> – staff appraisal, sickness absence and statutory and mandatory training compliance;</li> </ul>	<p><b>P</b></p> <p><b>P1</b></p>	<p><b>Quality Assurance Committee Chair</b></p> <p><b>Chief Nurse</b></p> <p><b>Medical Director</b></p> <p><b>Acting Chair</b></p> <p><b>Chief Operating Officer</b></p> <p><b>Director of Human Resources</b></p>	<p>1.45 – 2.10pm</p>

	<ul style="list-style-type: none"> <li>• <b>Chief Executive</b> – information management and technology performance, and</li> <li>• <b>Interim Director of Financial Strategy</b> – month 10 financial position.</li> </ul>		<b>Chief Executive</b>  <b>Interim Director of Financial Strategy</b>	
<b>24.2</b>	<b>REFERRAL TO TREATMENT (RTT) PERFORMANCE</b> <i>For discussion and assurance</i>	<b>Q</b> (to follow)	<b>Chief Operating Officer</b>	2.10 – 2.20pm
<b>24.3</b>	<b>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN</b> <i>For discussion and assurance</i>	<b>R</b> (to follow)	<b>Chief Operating Officer</b>	2.20 – 2.35pm
<b>24.4</b>	<b>FACILITIES MANAGEMENT PERFORMANCE</b> <i>For discussion and assurance</i>	<b>S</b> (to follow)	<b>Chief Nurse</b>	2.35 – 3pm
<b>24.5</b>	<b>NHS TRUST OVER-SIGHT SELF CERTIFICATION</b> <i>For discussion and approval</i>	<b>T</b>	<b>Director of Corporate and Legal Affairs</b>	3 – 3.05pm
<b>25.</b>	<b>STRATEGY AND FORWARD PLANNING</b>			
<b>25.1</b>	<b>UPDATE ON DRAFT OPERATIONAL PLANS 2014-15 AND 2015-16</b> <i>For discussion and ratification</i>	<b>U</b>	<b>Head of Planning and Business Development</b>	3.05 – 3.20pm
<b>25.2</b>	<b>FUTURE APPROACH TO IMPROVEMENT, TRANSFORMATION AND FINANCIAL RECOVERY</b>	<b>V</b> (to follow)	<b>Chief Executive</b>	3.20 - 3.45pm
<b>26.</b>	<b>HUMAN RESOURCES</b>			
<b>26.1</b>	<b>STAFF ATTITUDE AND OPINION SURVEY</b> <i>For discussion. Please note that the national Staff Attitude Survey report is embargoed until 25 February 2014 and will therefore be published after that date</i>	<b>W</b> (to follow)	<b>Director of Human Resources</b>	3.45 – 4pm
<b>27.</b>	<b>RISK</b>			
<b>27.1</b>	<b>BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	<b>X</b>	<b>Chief Nurse</b>	4 – 4.10pm
<b>28.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			4.10- 4.13pm
<b>28.1</b>	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Minutes of the 29 January 2014 meeting for noting and endorsement of any recommendations.	<b>Y</b>	<b>Acting Chairman</b>	
<b>28.2</b>	<b>QUALITY ASSURANCE COMMITTEE</b> Minutes of the 29 January 2014 meeting for noting and endorsement of any recommendations.	<b>Z</b>	<b>Quality Assurance Committee Chair</b>	-
<b>29.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			4.13 – 4.15pm
<b>29.1</b>	<b>CHARITABLE FUNDS COMMITTEE</b> Minutes of the 3 February 2014 meeting for noting and endorsement of any recommendations. For approval.	<b>AA</b>	<b>Interim Director of Financial Strategy /Charitable Funds Committee Chairman</b>	
<b>30.</b>	<b>TRUST BOARD BULLETIN – FEBRUARY 2014</b> No items received		-	-
<b>31</b>	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	<b>Acting Chairman</b>	4.15 – 4.35pm

<b>32.</b>	<b>ANY OTHER BUSINESS</b>	-	<b>Acting Chairman</b>	4.35 - - 4.40pm
<b>33.</b>	<b>DATE OF NEXT MEETING</b>			
	The next Trust Board meeting will be held on <b>Thursday 27 March 2014</b> from <b>9.30am</b> at <b>Voluntary Action LeicesterShire, 9 Newarke Street, Leicester, LE1 5S</b>	-		

Helen Stokes  
**Senior Trust Administrator**