

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 2 MAY 2019 FROM 9AM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

***Public meeting commences at 9am***

**AGENDA**

**\*\*\* Please note the venue for this meeting and take the papers as read \*\*\***

| Item no.                       | Item  | Paper ref:           | Lead  | Indicative timing |
|--------------------------------|---|----------------------|---|-------------------|
| <b>1.</b>                      | <b>APOLOGIES AND WELCOME</b>  | -                    | Chairman  |                   |
|                                | To receive any apologies for absence.   |                      |   | -                 |
| <b>2.</b>                      | <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. |                      |   | -                 |
| <b>3.</b>                      | <b>MINUTES</b>  |                      |   | -                 |
|                                | To confirm the Minutes of the 4 April 2019 Trust Board meeting. <i>For approval</i>   | <b>A</b>             | Chairman  | -                 |
| <b>4.</b>                      | <b>MATTERS ARISING</b>  |                      |   | 9am – 9.05am      |
|                                | Action log from the Trust Board meeting. <i>For approval</i>  | <b>B (to follow)</b> | Chairman  |                   |
| <b>FOR EXPLORATION</b>         |   |                      |   |                   |
| <b>5.</b>                      | <b>KEY ISSUES FOR DISCUSSION/DECISION</b>   |                      |   |                   |
| <b>5.1</b>                     | <b>STAFF STORY</b>  | <b>C (to follow)</b> | Director of People & Organisational Development | 9.05am – 9.25am   |
| <b>5.2</b>                     | <b>CHAIRMAN'S MONTHLY REPORT MAY 2019</b>   | <b>D</b>             | Chairman  | 9.25am – 9.35am   |
| <b>5.3</b>                     | <b>CHIEF EXECUTIVE'S MONTHLY REPORT MAY 2019</b>  | <b>E</b>             | Chief Executive                                 | 9.35am – 9.55am   |
| <b>5.4</b>                     | <b>REVISED PATIENT AND PUBLIC INVOLVEMENT STRATEGY</b>  | <b>F</b>             | Director of Strategy and Communications         | 9.55am – 10.15am  |
| <b>5.5</b>                     | <b>SAFER STAFFING REPORT – NURSE ACUITY REVIEW</b>  | <b>G</b>             | Chief Nurse                                     | 10.15am – 10.30am |
| <b>FOR NAVIGATION</b>          |   |                      |   |                   |
| <b>6.</b>                      | <b>ITEMS FOR ASSURANCE</b>  |                      |   |                   |
| <b>6.1</b>                     | <b>INTEGRATED RISK AND ASSURANCE REPORT</b>   | <b>H</b>             | Medical Director                                | 10.30am – 10.40am |
| <b>6.2</b>                     | <b>NHS PROVIDER LICENCE SELF-ASSESSMENT</b>   | <b>I</b>             | Director of Corporate and Legal Affairs         | 10.40am – 10.50am |
| <b>10 minute comfort break</b> |   |                      |   |                   |

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| <b>6.3</b>   | <b>REPORTS FROM BOARD COMMITTEES</b>   |                           |   |                   |
| <b>6.3.1</b> | <b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b><br>To receive the summary of the issues considered at the 25 April 2019 meeting for information, and approve any recommended items<br>Formal minutes of that meeting will be submitted to the 6 June 2019 Trust Board.   | <b>J (to follow)</b>      | <b>QOC Non-Executive Director Chair</b>                                       | 11.00am – 11.10am |
| <b>6.3.2</b> | <b>PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b><br>To receive the summary of the issues considered at the 25 April 2019 meeting for information, and approve any recommended items<br>Formal minutes of that meeting will be submitted to the 6 June 2019 Trust Board.  | <b>K (to follow)</b>      | <b>PPPC Non-Executive Director Chair</b>                                      | 11.10am – 11.20am |
| <b>6.3.3</b> | <b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b><br>To receive the summary of the issues considered at the 25 April 2019 meeting for information, and approve any recommended items.<br>Formal minutes of that meeting will be submitted to the 6 June 2019 Trust Board.<br><br>The <b>financial performance report for month 12</b> is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer. | <b>L</b><br><br><b>L1</b> | <b>FIC Non-Executive Director Chair</b><br><br><b>Chief Financial Officer</b> | 11.20am – 11.35am |
| <b>6.4</b>   | <b>CORPORATE TRUSTEE BUSINESS</b>  |                           |   |                   |
| <b>6.4.1</b> | <b>CHARITABLE FUNDS COMMITTEE (CFC)</b><br>To receive the Minutes of the 4 April 2019 CFC meeting and approve any recommended items.   | <b>M (to follow)</b>      | <b>CFC Non-Executive Director Chair</b>                                       | 11.35am – 11.40am |
| <b>7.</b>    | <b>ITEMS FOR NOTING</b>  |                           |   |                   |
| <b>7.1</b>   | <b>LLR SYSTEM OPERATIONAL PLAN 2019/20</b>   | <b>N</b>                  | <b>Director of Strategy &amp; Communications/ Chief Financial Officer</b>     | 11.40am – 11.45am |
| <b>7.2</b>   | <b>BREXIT – UHL NO DEAL EU EXIT PREPARATIONS</b>   | <b>O</b>                  | <b>Director of Corporate and Legal Affairs</b>                                | 11.45am – 11.50am |
| <b>7.3</b>   | <b>DECLARATIONS OF INTEREST 2018/19</b>  | <b>P</b>                  | <b>Director of Corporate and Legal Affairs</b>                                | 11.50am – 11.55am |
| <b>7.4</b>   | <b>UPDATED SEALINGS REPORT FOR QUARTER 4 2018/19</b>   | <b>Q</b>                  | <b>Director of Corporate and Legal Affairs</b>                                | 11.55am – 12noon  |
| <b>7.5</b>   | <b>LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES</b>  | <b>R</b>                  | <b>Chief Executive</b>  | 12noon – 12.05pm  |
| <b>7.6</b>   | <b>REPORTS FROM BOARD COMMITTEES</b>   | <b>S1-S3</b>              |   | 12.05pm – 12.15pm |
| <b>7.6.1</b> | <b>QUALITY AND OUTCOMES COMMITTEE (QOC)</b><br>To receive the 28 March 2019 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 4 April 2019 Trust Board.  | <b>S1</b>                 | <b>QOC Non-Executive Director Chair</b>                                       |                   |
| <b>7.6.2</b> | <b>PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b><br>To receive the 28 March 2019 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 4 April 2019 Trust Board.  | <b>S2</b>                 | <b>PPPC Non-Executive Director Chair</b>                                      |                   |
| <b>7.6.3</b> | <b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b><br>To receive the 28 March 2019 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 4 April 2019 Trust Board.  | <b>S3</b>                 | <b>FIC Non-Executive Director Chair</b>                                       |                   |

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| 8.   | <b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>   | -              | Chairman                          | 12.15am – 12.25pm |
| 9.   | <b>ANY OTHER BUSINESS</b>  | -              | Chairman                          | 12.25pm – 12.30pm |
| 10.  | <b>DATE OF NEXT MEETING</b>  | -              | -                                 | -                 |
|  | The next Trust Board meeting will be held on <b>Thursday 6 June 2019</b> from <b>9am</b> in <b>Seminar Rooms A and B, Education Centre, Leicester General Hospital site.</b>   | -              | Chairman                          |                   |
| 11.  | <b>EXCLUSION OF THE PRESS AND PUBLIC</b><br>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 12-18).                         | -              | -                                 | -                 |
| <i>10 minute comfort break and working lunch</i> |  |                |                                   |                   |
| 12.  | <b>DECLARATIONS OF INTERESTS</b><br>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. | -              | Chairman                          | -                 |
| 13.  | <b>CONFIDENTIAL MINUTES</b><br>To confirm the confidential Minutes of the 4 April 2019 Trust Board meeting. <i>for approval</i>  | T              | Chairman                          | -                 |
| 14.  | <b>MATTERS ARISING</b><br>Confidential action log from the Trust Board. <i>for approval</i>  | U              | Chairman                          | 12.40pm - 12.45pm |
| <b>FOR EXPLORATION</b>                           |  |                |                                   |                   |
| 15.  | <b>KEY ISSUES FOR DISCUSSION/DECISION</b>  |                |                                   |                   |
| 15.1   | <b>CONFIDENTIAL REPORT FROM THE MEDICAL DIRECTOR</b>   | V              | Medical Director                  | 12.45pm - 1pm     |
| <b>FOR NAVIGATION</b>                            |  |                |                                   |                   |
| 16.  | <b>ITEMS FOR ASSURANCE</b>   |                |                                   |                   |
| 16.1   | <b>REPORTS FROM BOARD COMMITTEES</b>   | W1 –W2         |                                   |                   |
| 16.1.1   | <b>PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b><br>To receive the confidential summary of the 25 April 2019 PPPC and approve any recommended items. Formal Minutes to be submitted to the 6 June 2019 Trust Board.  | W1 (to follow) | PPPC Non-Executive Director Chair | 1pm – 1.05pm      |
| 16.1.2   | <b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b><br>To receive the confidential summary of the 25 April 2019 FIC and approve any recommended items. Formal Minutes to be submitted to the 6 June 2019 Trust Board.  | W2             | FIC Non-Executive Director Chair  | 1.05pm – 1.10pm   |
| 16.2   | <b>CORPORATE TRUSTEE BUSINESS</b>  |                |                                   |                   |
| 16.2.1   | <b>CHARITABLE FUNDS COMMITTEE (CFC)</b><br>To receive the confidential Minutes of the 4 April 2019 CFC meeting and approve any recommended items.  | X (to follow)  | CFC Non-Executive Director Chair  | 1.10pm – 1.15pm   |
| 17.  | <b>ITEMS FOR NOTING</b>  |                |                                   |                   |
| 17.1   | <b>LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES</b>  | Y              | Chief Executive                   | -                 |

|             |  |              |  |                    |
|-------------|--|--------------|--|--------------------|
| <b>17.2</b> | <b>REPORTS FROM BOARD COMMITTEES</b>   | <b>Z1-Z2</b> |  | 1.15pm –<br>1.20pm |
| 17.2.1      | <b>PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC)</b><br>To receive the 28 March 2019 PPPC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 4 April 2019 Trust Board). | <b>Z1</b>    | <b>PPPC Non-Executive Director Chair</b> |                    |
| 17.2.2      | <b>FINANCE AND INVESTMENT COMMITTEE (FIC)</b><br>To receive the 28 March 2019 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 4 April 2019 Trust Board).            | <b>Z2</b>    | <b>FIC Non-Executive Director Chair</b>  |                    |
| <b>18.</b>  | <b>ANY OTHER BUSINESS</b>  | <b>-</b>     | <b>Chairman</b>                          | 1.20pm –<br>1.25pm |

Kate Rayns, **Corporate and Committee Services Officer**