

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 5 DECEMBER 2019 FROM 9AM IN SEMINAR ROOMS A AND B,
EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

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
1.	APOLOGIES AND ANNOUNCEMENTS	-	Chairman	
	To receive any apologies for absence, including those from Mr C Benham, Acting Chief Financial Officer, and Ms H Wyton, Director of People and Organisational Development. To note that Ms L Gale, Head of Financial Planning and Analysis will be attending on behalf of the Acting Chief Financial Officer and Ms J Tyler-Fantom, Deputy Director of Human Resources will be attending on behalf of the Director of People and Organisational Development.			-
2.	DECLARATIONS 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.			-
3.	MINUTES			-
	To confirm the Minutes of the 7 November 2019 Trust Board meeting. <i>For approval</i>	A	Chairman	-
4.	MATTERS ARISING			9am – 9.05am
	Action log from the Trust Board meeting. <i>For approval</i>	B	Chairman	
FOR EXPLORATION				
5.	KEY ISSUES FOR DISCUSSION/DECISION			
5.1	PATIENT SAFETY STORY – COMPLAINT	C	Medical Director	9.05am – 9.25am
5.2	CHAIRMAN'S MONTHLY REPORT DECEMBER 2019	D (to follow)	Chairman	9.25am – 9.40am
5.3	CHIEF EXECUTIVE'S MONTHLY REPORT DECEMBER 2019	E	Chief Executive	9.40am – 10.05am
5.4	IM&T STRATEGY	F	Acting Chief Information Officer	10.05am – 10.30am
FOR NAVIGATION				
6.	ITEMS FOR ASSURANCE			
6.1	REPORTS FROM BOARD COMMITTEES			10.30am – 10.50am
6.1.1	AUDIT COMMITTEE	G	AC Non-Executive	

	To receive the Minutes of the 8 November 2019 meeting for information, and approve any recommended items.		Director Chair	
6.1.2	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 28 November 2019 meeting for information, and approve any recommended items (including the Learning from Deaths quarterly update). Formal minutes of that meeting will be submitted to the 9 January 2020 Trust Board.	H (to follow)	QOC Non-Executive Director Chair	
6.1.3	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 28 November 2019 meeting for information, and approve any recommended items (including the Freedom to Speak Up quarterly update and the UHL Accountability and Performance Management Framework). Formal minutes of that meeting will be submitted to the 9 January 2020 Trust Board.	I	PPPC Non-Executive Director Chair	
6.1.4	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 28 November 2019 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 9 January 2020 Trust Board. The financial performance report for month 7 is also appended to the FIC summary, and will be introduced separately by the Head of Financial Planning and Analysis.	J1 J2	FIC Non-Executive Director Chair Head of Financial Planning and Analysis	
7.	ITEMS FOR NOTING	K1 & K2		-
7.1	DECLARATIONS OF INTEREST To receive and note the declarations of interest by Mr C Benham, Acting Chief Financial Officer.	K1	Director of Corporate and Legal Affairs	-
7.2	LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES – 17 OCTOBER 2019	K2	Chief Executive	-
7.3	REPORTS FROM BOARD COMMITTEES	L1 - L3		-
7.3.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 24 October 2019 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 November 2019 Trust Board.	L1	QOC Non-Executive Director Chair	
7.3.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 24 October 2019 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 November 2019 Trust Board.	L2	PPPC Non-Executive Director Chair	
7.3.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 31 October 2019 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 7 November 2019 Trust Board.	L3	FIC Non-Executive Director Chair	
8.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	10.50am – 10.55am
9.	ANY OTHER BUSINESS	-	Chairman	10.55am – 11.00am
10.	DATE OF NEXT MEETING	-	-	-
	The next Trust Board meeting will be held on Thursday 9 January 2020 from 9am in Seminar Rooms 2 and 3, Clinical Education Centre, Glenfield Hospital.	-	Chairman	
10 minute comfort break				

11.	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 12-18).	-	-	-
12.	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.	-	Chairman	-
13.	CONFIDENTIAL MINUTES To confirm the confidential Minutes of the 7 November 2019 Trust Board meeting. <i>for approval</i>	M	Chairman	-
14.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	N	Chairman	11.10am – 11.15am
FOR EXPLORATION				
15.	KEY ISSUES FOR DISCUSSION/DECISION			
15.1	CONFIDENTIAL REPORT BY THE HEAD OF FINANCIAL PLANNING AND ANALYSIS	O1 & O2	Head of Financial Planning and Analysis	11.15am - 11.40am
15.2	CONFIDENTIAL REPORT BY THE DIRECTOR OF ESTATES AND FACILITIES	P	Director of Estates and Facilities	11.40am – 11.55am
15.3	CONFIDENTIAL REPORT BY THE CHIEF EXECUTIVE	Q	Chief Executive	11.55pm – 12.05pm
15.4	CONFIDENTIAL REPORT BY THE DIRECTOR OF PEOPLE AND ORGANISATIONAL DEVELOPMENT	R	Deputy Director of Human Resources (on behalf of the Director of People and OD)	12.05pm – 12.15pm
15.5	CONFIDENTIAL REPORT BY THE CHAIRMAN	S	Chairman	12.15pm – 12.25pm
FOR NAVIGATION				
16.	ITEMS FOR ASSURANCE			
16.1	REPORTS FROM BOARD COMMITTEES	T1 – T4		12.25pm – 12.40pm
16.1.1	AUDIT COMMITTEE To receive the confidential Minutes of the 8 November 2019 meeting for information, and approve any recommended items.	T1	AC Non-Executive Director Chair	
16.1.2	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the confidential summary of the 28 November 2019 QOC and approve any recommended items. Formal Minutes to be submitted to the 9 January 2020 Trust Board.	T2 (to follow)	QOC Non-Executive Director Chair	
16.1.3	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the confidential summary of the 28 November 2019 PPPC and approve any recommended items. Formal Minutes to be submitted to the 9 January 2020 Trust Board.	T3	PPPC Non-Executive Director Chair	
16.1.4	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the confidential summary of the 28 November 2019 FIC and approve any recommended items. Formal Minutes to be submitted to the 9 January 2020 Trust Board.	T4	FIC Non-Executive Director Chair	

17.	ITEMS FOR NOTING			-
17.1	REPORTS FROM BOARD COMMITTEES			-
17.1.1	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 31 October 2019 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 7 November 2019 Trust Board).	U	FIC Non-Executive Director Chair	-
18.	ANY OTHER BUSINESS	-	Chairman	12.40pm – 12.45pm

Kate Rayns, Corporate and Committee Services Officer