

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 7 NOVEMBER 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 |
|------------------------|--|------------|--|-------------------|
| 1. | APOLOGIES AND ANNOUNCEMENTS | - | Chairman | |
| | To receive any apologies for absence, including those from Mr A Carruthers, Acting Chief Information Officer; Mr A Furlong, Medical Director, and Mr M Traynor, Non-Executive Director. To note that Mr J Jameson, Deputy Medical Director will be attending on behalf of the Medical Director. To welcome Mr C Benham to the meeting as Acting Chief Financial Officer. | | | - |
| 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 3 October 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 | STAFF STORY | C | Director of People and Organisational Development | 9.05am – 9.25am |
| 5.2 | CHAIRMAN'S MONTHLY REPORT NOVEMBER 2019 | D | Chairman | 9.25am – 9.40am |
| 5.3 | CHIEF EXECUTIVE'S MONTHLY REPORT NOVEMBER 2019 | E | Chief Executive | 9.40am – 10.10am |
| FOR NAVIGATION | | | | |
| 6. | ITEMS FOR ASSURANCE | | | |
| 6.1 | REPORTS FROM BOARD COMMITTEES | | | 10.10am – 10.40am |
| 6.1.1 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 24 October 2019 meeting for information, and approve any recommended items | F | QOC Non-Executive Director Chair | |

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| | (including the 7 Day Services Update). Formal minutes of that meeting will be submitted to the 5 December 2019 Trust Board. | | | |
| 6.1.2 | PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 24 October 2019 meeting for information, and approve any recommended items (including the Equality and Diversity Annual Report 2018/19 and the Guardian of Safe Working report). Formal minutes of that meeting will be submitted to the 5 December 2019 Trust Board. | G | PPPC Non-Executive Director Chair | |
| 6.1.3 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 31 October 2019 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 5 December 2019 Trust Board. The financial performance report for month 6 is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer. | H1 H2 | FIC Non-Executive Director Chair Acting Chief Financial Officer | |
| 6.2 | CORPORATE TRUSTEE BUSINESS | | | |
| 6.2.1 | CHARITABLE FUNDS COMMITTEE (CFC) To receive the Minutes of the 3 October 2019 CFC and approve any recommended items. | I | CFC Non-Executive Director Chair | |
| 7. | ITEMS FOR NOTING | J1- J3 | | - |
| 7.1 | DECLARATIONS OF INTEREST To receive and note the declarations of interest made by Mr V Karavadra, Associate Non-Executive Director. | J1 | Director of Corporate and Legal Affairs | - |
| 7.2 | QUARTERLY SEALINGS REPORT – JUNE TO SEPTEMBER 2019 | J2 | Director of Corporate and Legal Affairs | - |
| 7.3 | LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES – 19 SEPTEMBER 2019 | J3 | Chief Executive | - |
| 7.4 | REPORTS FROM BOARD COMMITTEES | K1-K3 | | 10.40am – 10.50am |
| 7.4.1 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 26 September 2019 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 3 October 2019 Trust Board. | K1 | QOC Non-Executive Director Chair | |
| 7.4.2 | PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 26 September 2019 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 3 October 2019 Trust Board. | K2 | PPPC Non-Executive Director Chair | |
| 7.4.3 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 26 September 2019 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 3 October 2019 Trust Board. | K3 | FIC Non-Executive Director Deputy Chair | |
| 8. | QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING | - | Chairman | 10.50am – 11am |
| 9. | ANY OTHER BUSINESS | - | Chairman | 11am – 11.05am |
| 10. | DATE OF NEXT MEETING | - | - | - |
| | The next Trust Board meeting will be held on Thursday 5 December 2019 from 9am in Seminar Rooms A and B, Education Centre, Leicester General Hospital. | - | Chairman | |

| <i>10 minute comfort break</i> | | | | |
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| 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 3 October and 10 October 2019 Trust Board meetings. <i>for approval</i> | L1 & L2 | Chairman | - |
| 14. | MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i> | M | Chairman | 11.15am – 11.20am |
| FOR EXPLORATION | | | | |
| 15. | KEY ISSUES FOR DISCUSSION/DECISION | | | |
| 15.1 | CONFIDENTIAL REPORTS BY THE DIRECTOR OF STRATEGY AND COMMUNICATIONS AND THE ACTING CHIEF FINANCIAL OFFICER | N1 & N2 (N2 to follow) | Acting Chief Financial Officer/ Director of Strategy and Communications | 11.20am - 11.40am |
| 15.2 | CONFIDENTIAL REPORT BY THE NON-EXECUTIVE DIRECTOR CHAIR OF TGH | O | TGH Chair | 11.40am – 11.55am |
| 15.3 | CONFIDENTIAL REPORT BY THE ACTING CHIEF FINANCIAL OFFICER | P | Acting Chief Financial Officer | 11.55am – 12.10pm |
| 15.4 | CONFIDENTIAL REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS | P1 | Director of Corporate and Legal Affairs | 12.10pm – 12.25pm |
| FOR NAVIGATION | | | | |
| 16. | ITEMS FOR ASSURANCE | | | |
| 16.1 | REPORTS FROM BOARD COMMITTEES | Q1 – Q2 | | 12.25pm – 12.35pm |
| 16.1.1 | REMUNERATION COMMITTEE To receive the 10 October 2019 Remuneration Committee Minutes and approve any recommended items. | Q1 | Chairman | |
| 16.1.2 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the confidential summary of the 31 October 2019 FIC and approve any recommended items. Formal Minutes to be submitted to the 5 December 2019 Trust Board. | Q2 | FIC Non-Executive Director Deputy Chair | |
| 16.2 | CORPORATE TRUSTEE BUSINESS | | | 12.35pm – 12.40pm |
| 16.2.1 | CHARITABLE FUNDS COMMITTEE (CFC) To receive the confidential Minutes of the 3 October 2019 CFC and approve any recommended items. | R | CFC Non-Executive Director Chair | |
| 17. | ITEMS FOR NOTING | | | - |
| 17.1 | REPORTS FROM BOARD COMMITTEES | S1 & S2 | | - |
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| 17.1.1 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 26 September 2019 QOC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 3 October 2019 Trust Board). | S1 | QOC Non-Executive Director Chair | - |
| 17.1.2 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 26 September 2019 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 3 October 2019 Trust Board). | S2 | FIC Non-Executive Director Chair | - |
| 18. | ANY OTHER BUSINESS | - | Chairman | 12.40pm – 12.45pm |

Kate Rayns, Corporate and Committee Services Officer