

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 9 JANUARY 2020 FROM 9AM IN SEMINAR ROOMS 2 AND 3,
CLINICAL EDUCATION CENTRE, GLENFIELD 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 Professor P Baker, Non-Executive Director; Ms C Fox, Chief Nurse; Mr S Lazarus, Interim Chief Financial Officer, and Mr S Ward, Director of Corporate and Legal Affairs. To note that Ms E Meldrum, Deputy Chief Nurse will be attending on behalf of the Chief Nurse, and Ms L Gale, Head of Financial Planning and Analysis will be attending on behalf of the Interim 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 5 December 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 STORY	C	Deputy Chief Nurse (on behalf of the Chief Nurse)	9.05am – 9.25am
5.2	CHAIRMAN'S MONTHLY REPORT JANUARY 2020	D	Chairman	9.25am – 9.40am
5.3	CHIEF EXECUTIVE'S MONTHLY REPORT JANUARY 2020	E	Chief Executive	9.40am – 10.05am
5.4	NHS MIDLANDS PLEDGE TO REDUCING PLASTIC WASTE	F	Director of Estates and Facilities	10.05am – 10.10am
FOR NAVIGATION				
6.	ITEMS FOR ASSURANCE			
6.1	EAST MIDLANDS CLINICAL RESEARCH NETWORK QUARTERLY UPDATE	G	Medical Director	10.10am – 10.20am
6.2	RESEARCH AND INNOVATION QUARTERLY UPDATE	H	Medical Director	10.20am – 10.30am

6.3	MULTI-PROFESSIONAL EDUCATION AND TRAINING QUARTERLY UPDATE	I	Medical Director and Deputy Chief Nurse	10.30am – 10.40am
6.4	REPORTS FROM BOARD COMMITTEES			10.40am – 11.05am
6.4.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 19 December 2019 meeting for information, and approve any recommended items. Formal Minutes of that meeting will be submitted to the 6 February 2020 Trust Board.	J	QOC Non-Executive Director Chair	
6.4.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 19 December 2019 meeting for information, and approve any recommended items (including the Guardian of Safe Working Practices report). Formal Minutes of that meeting will be submitted to the 6 February 2020 Trust Board.	K	PPPC Non-Executive Director Chair	
6.4.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 19 December 2019 meeting for information, and approve any recommended items (including the UHL Procurement Strategy for 2019 – 2022). Formal Minutes of that meeting will be submitted to the 6 February 2020 Trust Board. The financial performance report for month 8 is also appended to the FIC summary, and will be introduced separately by the Head of Financial Planning and Analysis.	L1 L2	FIC Non-Executive Director Chair Head of Financial Planning and Analysis	
6.5	CORPORATE TRUSTEE BUSINESS			11.05am – 11.10am
6.5.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the Minutes of the 5 December 2019 CFC and approve any recommended items.	M	CFC Non-Executive Director Chair	
7.	ITEMS FOR NOTING			-
7.1	DECLARATIONS OF INTEREST To receive and noted the declarations of interest by Mr S Lazarus, Interim Chief Financial Officer.	N1	Director of Corporate and Legal Affairs	-
7.2	LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES – 21 NOVEMBER 2019	N2	Chief Executive	-
7.3	REPORTS FROM BOARD COMMITTEES	O1 – O3		-
7.3.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 28 November 2019 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board.	O1	QOC Non-Executive Director Chair	
7.3.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 28 November 2019 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board.	O2	PPPC Non-Executive Director Chair	
7.3.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 28 November 2019 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board.	O3	FIC Non-Executive Director Chair	
8.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	11.10am – 11.15am
9.	ANY OTHER BUSINESS	-	Chairman	11.15am – 11.20am

10.	DATE OF NEXT MEETING	-	-	-
	The next Trust Board meeting will be held on Thursday 6 February 2020 from 9am in Seminar Rooms 2 and 3, Clinical Education Centre, Glenfield Hospital.	-	Chairman	
<i>10 minute comfort break</i>				
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 5 December 2019 Trust Board meeting. <i>for approval</i>	P	Chairman	-
14.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	Q	Chairman	11.30am – 11.35am
FOR EXPLORATION				
15.	KEY ISSUES FOR DISCUSSION/DECISION			
15.1	CONFIDENTIAL REPORT BY THE INTERIM CHIEF FINANCIAL OFFICER AND THE DIRECTOR OF ESTATES AND FACILITIES	R	Head of Financial Planning and Analysis/Director of Estates and Facilities	11.35am – 11.50am
15.2	CONFIDENTIAL REPORT BY THE DIRECTOR OF STRATEGY AND COMMUNICATIONS	S (to follow)	Director of Strategy and Communications	11.50am – 12.15pm
15.3	CONFIDENTIAL REPORT BY THE CHIEF EXECUTIVE	Additional paper 1	Chief Executive	12.15pm – 12.20pm
FOR NAVIGATION				
16.	ITEMS FOR ASSURANCE			
16.1	REPORTS FROM BOARD COMMITTEES	T1 – T3		12.20pm – 12.25pm
16.1.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the confidential summary of the 19 December 2019 QOC and approve any recommended items. Formal Minutes to be submitted to the 6 February 2020 Trust Board.	T1	QOC Non-Executive Director Chair	
16.1.2	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the confidential summary of the 19 December 2019 PPPC and approve any recommended items. Formal Minutes to be submitted to the 6 February 2020 Trust Board.	T2	PPPC Non-Executive Director Chair	
16.1.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the confidential summary of the 19 December 2019 FIC and approve any recommended items. Formal Minutes to be submitted to the 6 February 2020 Trust Board.	T3	FIC Non-Executive Director Chair	

16.1.4	REMUNERATION COMMITTEE To note that the confidential Minutes of the 12 December 2019 meeting will be submitted to the Trust Board on 6 February 2020.	-	-	
16.2	CORPORATE TRUSTEE BUSINESS			12.25pm – 12.35pm
16.2.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the confidential Minutes of the 5 December 2019 CFC and approve any recommended items.	U1	CFC Non-Executive Director Chair	
16.2.2	CONFIDENTIAL REPORT BY THE DIRECTOR OF STRATEGY AND COMMUNICATIONS	U2	Director of Strategy and Communications	
17.	ITEMS FOR NOTING			-
17.1	LLR SYSTEM REVIEW MEETING 28 NOVEMBER 2019	V	Chief Executive	-
17.2	REPORTS FROM BOARD COMMITTEES	W1 – W3		-
17.2.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 28 November 2019 QOC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board).	W1	QOC Non-Executive Director Chair	-
17.2.2	PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 28 November 2019 PPPC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board).	W2	PPPC Non-Executive Director Chair	-
17.2.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 28 November 2019 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 5 December 2019 Trust Board).	W3	FIC Non-Executive Director Chair	-
18.	ANY OTHER BUSINESS	-	Chairman	12.35pm – 12.40pm

Kate Rayns,
Corporate and Committee Services Officer