

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 4 OCTOBER 2018 FROM 9AM IN ROOMS 2 & 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 WELCOME | - | Chairman | |
| | To receive any apologies for absence, including Mr J Adler Chief Executive and Col (Ret'd) I Crowe Non-Executive Director. To welcome Ms C Fox, Chief Nurse, to the meeting. | | | - |
| 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 receive the Minutes of the 6 September 2018 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 | |
| 5. | CHAIRMAN'S MONTHLY REPORT OCTOBER 2018 <i>for discussion</i> | C (to follow) | Chairman | 9.05am – 9.10am |
| 6. | CHIEF EXECUTIVE'S MONTHLY REPORT OCTOBER 2018 <i>for discussion</i> | D | Acting Chief Executive | 9.10am – 9.30am |
| 7. | KEY ISSUES FOR DISCUSSION/DECISION | | | |
| 7.1 | PATIENT STORIES THROUGH MEDICAL STUDENT OBSERVATIONS <i>for discussion</i> | E | Medical Director | 9.30am – 9.55am |
| 7.2 | FREEDOM TO SPEAK UP SELF-ASSESSMENT <i>for approval</i> | F | Director of People and OD | 9.55am – 10.10am |
| 7.3 | EMERGENCY PREPAREDNESS RESILIENCE AND RESPONSE: ANNUAL REPORT AND SELF-ASSESSMENT 2018-19 <i>for approval</i> | G & G1 | Chief Operating Officer | 10.10am – 10.30am |
| 7.4 | SYSTEMIC AND TRUST ISSUES IDENTIFIED THROUGH THE JACK ADCOCK CASE <i>for assurance and discussion</i> | H | Medical Director | 10.30am – 10.50am |
| 8. | RESEARCH AND INNOVATION | | | |

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| 8.1 | EAST MIDLANDS CLINICAL RESEARCH NETWORK (EMCRN) 2018-19 QUARTER 1 REPORT <i>for assurance</i> | I | Medical Director | 10.50am – 11am |
| <i>5 minute comfort break</i> | | | | |
| 9. | RISK MANAGEMENT AND GOVERNANCE | | | |
| 9.1 | INTEGRATED RISK AND ASSURANCE REPORT <i>for discussion and assurance</i> | J | Medical Director | 11am – 11.10am |
| 10. | LLR STP AND UHL RECONFIGURATION PROGRAMME UPDATE <i>for assurance and discussion</i> | K | Chief Financial Officer/Director of Strategy and Communications | |
| 11. | QUALITY, PERFORMANCE AND FINANCE | | | |
| 11.1 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 27 September 2018 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 1 November 2018 Trust Board. | L | Ms V Bailey Non-Executive Director | 11.10am – 11.15am |
| 11.2 | PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 27 September 2018 meeting for information, and approve any recommended items (UHL element of the winter plan and the latest update from the Guardian of Safe Working attached for information). Formal minutes of that meeting will be submitted to the 1 November 2018 Trust Board. | M | Ms V Bailey Non-Executive Director | 11.15am – 11.30am |
| 11.3 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 27 September 2018 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 1 November 2018 Trust Board. The financial performance report for month 5 is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer. | N N1 | FIC Non-Executive Director Chair Chief Financial Officer | 11.30am – 11.50am |
| 12. | REPORTS FROM BOARD COMMITTEES | O1 – O4 | | 11.50am – 11.55am |
| 12.1 | AUDIT COMMITTEE To receive the 7 September 2018 Audit Committee Minutes and approve any recommendations therein. | O1 (to follow) | Audit Committee Non-Executive Director Chair | |
| 12.2 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 30 August 2018 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board. | O2 | Ms V Bailey Non-Executive Director | |
| 12.3 | PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 30 August 2018 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board. | O3 | Ms V Bailey Non-Executive Director | |
| 12.4 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 30 August 2018 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board. | O4 | FIC Non-Executive Director Chair | |
| 13. | TRUST BOARD BULLETIN – SEPTEMBER 2018 | - | - | - |
| 14. | QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTIONS AT THIS MEETING | - | Chairman | 11.55am – 12noon |

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| 15. | ANY OTHER BUSINESS | - | Chairman | 12noon - 12.05pm |
| 16. | DATE OF NEXT MEETING | - | - | - |
| | The next Trust Board meeting will be held on Thursday 1 November 2018 from 9am in Seminar Rooms A & B, Clinical Education Centre, Leicester General Hospital. | - | Chairman | - |
| 17. | 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 18-24). | - | - | - |
| 18. | 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 | - |
| 19. | CONFIDENTIAL MINUTES To receive the confidential Minutes of the 6 and 20 September 2018 Trust Board meetings. <i>for approval</i> | P1 & P2 (P2 to follow) | Chairman | - |
| 20. | MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i> | Q | Chairman | 12.05pm – 12.10pm |
| 21. | REPORT FROM THE CHIEF FINANCIAL OFFICER | R (to follow) | Chief Financial Officer | 12.10pm – 12.40pm |
| 22. | REPORTS FROM BOARD COMMITTEES | S1 – S7 | | 12.40pm – 12.50pm |
| 22.1 | AUDIT COMMITTEE To receive the 7 September 2018 Audit Committee confidential Minutes and approve any recommendations therein. | S1 (to follow) | Audit Committee Non-Executive Director Chair | |
| 22.2 | QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 30 August 2018 QOC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board), and the confidential summary of the 27 September 2018 QOC (formal Minutes to be submitted to the 1 November 2018 Trust Board). | S2 & S3 (S3 to follow) | Ms V Bailey Non-Executive Director | |
| 22.3 | PEOPLE, PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 30 August 2018 PPPC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board and the confidential summary of the 27 September 2018 PPPC (formal Minutes to be submitted to the 1 November 2018 Trust Board). | S4 & S5 | Ms V Bailey Non-Executive Director | |
| 22.4 | FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 30 August 2018 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 6 September 2018 Trust Board), and the confidential summary of the 27 September 2018 FIC (formal Minutes to be submitted to the 1 November 2018 Trust Board). | S6 & S7 | FIC Non-Executive Director Chair | |
| 23. | CONFIDENTIAL TRUST BOARD BULLETIN | - | - | - |
| 24. | ANY OTHER BUSINESS | | Chairman | 12.50pm – 12.55pm |