

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 26 SEPTEMBER 2013 FROM 10.15AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

Public meeting commences at 1pm

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	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 1-13.			-
2.	APOLOGIES FOR ABSENCE To receive apologies from Ms K Bradley, Director of Human Resources and to note that Ms E Stevens, Deputy Director of Human Resources will be in attendance.	-	Chairman	-
3.	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.			-
4.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	10.15am - 10.25am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 29 August 2013 meeting. <i>For approval</i>	A	Chairman	10.25am – 10.30am
6.	MATTERS ARISING Confidential action log from the 29 August 2013 Trust Board meeting. <i>For approval</i>	B	Chairman	10.30am – 10.35am
7.	REPORTS BY THE CHAIRMAN AND DIRECTOR OF CORPORATE AND LEGAL AFFAIRS <i>Personal information and prejudicial to the conduct of public affairs</i>	C & C1 (Paper C1 to follow)	Chairman/Director of Corporate and Legal Affairs/Vice Chairman	10.35am – 10.50am
8.	REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES <i>Commercial interests</i>	D & D1	Director of Finance and Business Services	10.55am – 11.50am

9	REPORTS BY THE DIRECTOR OF HUMAN RESOURCES <i>Personal information and prejudicial to the conduct of public affairs</i>	E & E1	Deputy Director of Human Resources/ Medical Director	11.50am – 12noon
10.	REPORTS BY THE DIRECTOR OF MARKETING AND COMMUNICATIONS <i>Commercial Interests and prejudicial to the conduct of public affairs</i>	F	Director of Marketing and Communications	12noon – 12.10pm
11.	REPORTS FROM BOARD COMMITTEES			12.10pm – 12.15pm
11.1	EMPATH PROGRAMME BOARD Minutes of the 30 August 2013 meeting and Consolidated Directors' report for noting. <i>Commercial interests</i>	G & G1 (to follow)	Mr R Kilner, Non-Executive Director	
11.2	AUDIT COMMITTEE Confidential Minutes of the 10 September 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	H	Audit Committee Chair	
11.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 28 August 2013 meeting for noting. <i>Commercial interests and prejudicial to the conduct of public affairs</i>	I	Finance and Performance Committee Chair	
11.4	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 28 August 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	J	Quality Assurance Committee Chair	
11.5	TRUST BOARD DEVELOPMENT SESSION Confidential Minutes of the 15 August 2013 Trust Board Development Session for noting. <i>Prejudicial to the conduct of public affairs</i>	K	Chairman	
12.	CORPORATE TRUSTEE BUSINESS			12.15pm – 12.20pm
12.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the 13 September 2013 Charitable Funds Committee meeting for noting and endorsement of recommendations. <i>Prejudicial to the conduct of public affairs</i>	L & L1	Charitable Funds Committee Vice Chairman	
13.	ANY OTHER BUSINESS	-	Chairman	12.20pm – 12.30pm
Lunch break from 12.30pm to 1pm prior to commencing the public section of the meeting				
14.	DECLARATION 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.			
15.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	1pm – 1.10pm

16.	MINUTES			
	Minutes of the 29 August 2013 Trust Board meeting. <i>For approval</i>	M	Chairman	1.10pm – 1.15pm
17.	MATTERS ARISING			
	Action log from the 29 August 2013 meeting. <i>For approval</i>	N	Chairman	1.15pm – 1.20pm
18.	REPORTS BY THE CHIEF EXECUTIVE			
18.1	MONTHLY UPDATE REPORT – SEPTEMBER 2013 <i>For discussion and assurance</i>	O	Chief Executive	1.20pm – 1.25pm
18.2	EMERGENCY FLOOR – STRATEGIC OUTLINE CASE <i>For discussion and approval</i>	P	Chief Executive/	1.25pm – 1.45pm
19.	CLINICAL QUALITY AND SAFETY			
19.1	PATIENT STORY – WOMEN’S AND CHILDREN’S DIVISION <i>For discussion and assurance</i>	Q	Chief Nurse	1.45pm – 2.05pm
19.2	UPDATE ON PATIENT ADVISER RECRUITMENT <i>For discussion and assurance</i>	R	Director of Marketing and Communications	2.05pm – 2.15pm
20.	HUMAN RESOURCES			
20.1	IMPLEMENTATION OF THE CLINICAL MANAGEMENT STRUCTURE <i>For discussion and approval</i>	S	Deputy Director of Human Resources Chief Executive/ Chief Operating Officer	2.15pm – 2.40pm
20.2	QUARTERLY UPDATE ON WORKFORCE AND ORGANISATIONAL DEVELOPMENT <i>For discussion and assurance</i>	T	Deputy Director of Human Resources	2.40pm – 2.55pm
21.	MEDICAL EDUCATION			
21.1	QUARTERLY UPDATE ON MEDICAL EDUCATION <i>For discussion and assurance</i>	U	Medical Director	2.55pm – 3.10pm
22.	STRATEGY AND FORWARD PLANNING			
22.1	THE NHS BELONGS TO THE PEOPLE – A CALL TO ACTION <i>For discussion and assurance</i>	V	Director of Marketing and Communications	3.10pm – 3.15pm
22.2	UPDATE ON UHL’S FOUNDATION TRUST APPLICATION <i>For discussion and approval</i>	W	Chief Executive	3.15pm – 3.20pm
23.	QUALITY AND PERFORMANCE <i>For assurance</i>			
23.1	MONTH 5 QUALITY, PERFORMANCE AND FINANCE REPORT <i>For assurance</i> <i>Consideration of this item will be structured as follows:-</i> The Non-Executive Director Chair of the Quality	X		3.20pm – 3.50pm

	<p>Assurance Committee will be invited to comment verbally on the month 5 position, as considered at the meeting held on 25 September 2013 (the Minutes of which will be presented to the 31 October 2013 Trust Board). Minutes of the 28 August 2013 Quality Assurance Committee meeting are also attached for noting and endorsement of any recommendations.</p> <p>The Non-Executive Director Chair of the Finance and Performance Committee will be invited to comment verbally on the month 5 position, as considered at the meeting held on 25 September 2013 (the Minutes of which will be presented to the 31 October 2013 Trust Board). Minutes of the 28 August 2013 Finance and Performance Committee meeting are also attached for noting and endorsement of any recommendations.</p> <p>Lead Executive Directors will then be invited to comment on their respective sections of the month 5 report, specifically:-</p> <p>(a) Chief Nurse – patient safety and quality, patient experience and facilities management;</p> <p>(b) Chief Operating Officer – operational performance and exception reports,</p> <p>(c) Deputy Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance, and</p> <p>(d) Director of Finance and Business Services – financial performance.</p>	<p>X1</p> <p>X2</p>	<p>Quality Assurance Chair</p> <p>Finance and Performance Committee Chair</p> <p>Lead Executive Directors</p> <p>Chief Nurse</p> <p>Chief Operating Officer</p> <p>Deputy Director of Human Resources</p> <p>Director of Finance and Business Services</p>	
23.2	EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i>	Y (to follow)	Chief Operating Officer	3.50pm – 4pm
23.3	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	Z	Director of Corporate and Legal Affairs	4pm – 4.05pm
24.	RISK			
24.1	BOARD ASSURANCE FRAMEWORK – UPDATE Director of Safety and Risk to attend for this item. <i>For discussion and assurance</i>	AA	Chief Nurse	4.05pm – 4.15pm
25.	REPORTS FROM BOARD COMMITTEES			4.15pm – 4.20pm
25.1	AUDIT COMMITTEE Minutes of the 10 September 2013 meeting for noting <i>Prejudicial to the conduct of public affairs</i>	BB	Audit Committee Chair	
26.	CORPORATE TRUSTEE BUSINESS			4.20pm – 4.25pm
26.1	CHARITABLE FUNDS COMMITTEE Minutes of the 13 September 2013 Charitable Funds Committee meeting for noting and endorsement of recommendations.	CC	Charitable Funds Committee Vice Chairman	
27.	TRUST BOARD BULLETIN – SEPTEMBER 2013	DD	-	-

28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	4.25pm – 4.45pm
29.	ANY OTHER BUSINESS	-	Chairman	4.45pm – 4.50pm
30.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 31 October 2013 from 9.00am (Rooms A & B, Clinical Education Centre, Leicester General Hospital).	-		

Kate Rayns
Trust Administrator