

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 28 NOVEMBER 2013 FROM 10.30AM IN THE CUMULUS ROOM, DIABETES CENTRE OF EXCELLENCE, LEICESTER GENERAL HOSPITAL**

**Public meeting commences at 1pm**

**AGENDA**

**Please take papers as read**

Item no.	Item	Paper ref:	Lead	Discussion time
1.	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> 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 1-12).			-
2.	<b>APOLOGIES AND WELCOME</b> To receive any apologies for absence.	-	Acting Chairman	10.30am – 10.35am
3.	<b>DECLARATIONS OF INTERESTS</b> 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.	<b>ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Acting Chairman and Chief Executive	10.35am – 10.40am
5.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 31 October 2013 meeting and 17 October 2013 Trust Board Development Session. <i>For approval</i>	A & A1	Acting Chairman	10.40am – 10.45am
6.	<b>MATTERS ARISING</b> Confidential action log from the 31 October 2013 Trust Board meeting. <i>For approval</i>	B (to follow)	Acting Chairman	10.45am – 10.50am
7.	<b>REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES</b> <i>Commercial interests and prejudicial to the conduct of public affairs</i>	C & C1 (to follow)	Director of Finance and Business Services	10.50am – 11.20am
8.	<b>REPORTS BY THE DIRECTOR OF HUMAN RESOURCES</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	D & D1	Director of Human Resources	11.20am – 11.30am
9.	<b>REPORT BY THE DIRECTOR OF STRATEGY</b> <i>Commercial interests and prejudicial to the conduct of public affairs</i>	E	Director of Strategy	11.30am – 11.40am
10.	<b>REPORT BY THE MEDICAL DIRECTOR</b> <i>Prejudicial to the conduct of public affairs</i>	F & F1	Medical Director	11.40am – 12noon

<b>11.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			12noon – 12.05pm
<b>11.1</b>	<b>AUDIT COMMITTEE</b> Confidential Minutes of the 12 November 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	<b>G</b> (to follow)	<b>Audit Committee Chair</b>	
<b>11.2</b>	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Confidential Minutes of the 30 October 2013 meeting for noting. <i>Commercial interests and prejudicial to the conduct of public affairs</i>	<b>H</b>	<b>Ms J Wilson, Non-Executive Director</b>	
<b>11.3</b>	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 29 October 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	<b>I</b>	<b>Quality Assurance Committee Chair</b>	
<b>12.</b>	<b>ANY OTHER BUSINESS</b>	-	<b>Chairman</b>	12.05pm – 12.10pm
<i>Lunch break from 12.10pm to 1pm prior to commencing the public section of the meeting</i>				
<b>13.</b>	<b>DECLARATION OF INTERESTS</b>	-	<b>Acting Chairman</b>	-
	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.			
<b>14.</b>	<b>DIABETES MEDICINE – PRESENTATION BY PROFESSOR M DAVIES</b> The Medical Director to introduce this item.	<b>J</b> Presentation (to follow)	<b>Medical Director</b>	1pm – 1.20pm
<b>15.</b>	<b>ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>		<b>Acting Chairman/ Chief Executive</b>	1.20pm – 1.25pm
<b>16.</b>	<b>MINUTES</b>			
	Minutes of the 31 October 2013 Trust Board meeting. <i>For approval</i>	<b>K</b>	<b>Acting Chairman</b>	1.25pm – 1.30pm
<b>17.</b>	<b>MATTERS ARISING</b>			
	Action log from the 31 October 2013 meeting. <i>For approval</i>	<b>L</b> (to follow)	<b>Acting Chairman</b>	1.30pm – 1.35pm
<b>18.</b>	<b>REPORTS BY THE CHIEF EXECUTIVE</b>			
<b>18.1</b>	<b>MONTHLY UPDATE REPORT – NOVEMBER 2013</b> <i>For discussion and assurance</i>	<b>M</b>	<b>Chief Executive</b>	1.35pm – 1.40pm
<b>18.2</b>	<b>EMERGENCY FLOOR – OUTLINE BUSINESS CASE</b> <i>For discussion and approval</i>	<b>N</b>	<b>Chief Executive</b>	1.40pm – 2pm
<b>19.</b>	<b>CLINICAL QUALITY AND SAFETY</b>			
<b>19.1</b>	<b>CONTRASTING EXPERIENCES</b> <i>For discussion and assurance</i>	<b>O</b> Presentation	<b>Chief Nurse</b>	2pm – 2.15pm
<b>19.2</b>	<b>UPDATE ON LLR RESPONSE TO FRANCIS, AND UHL RESPONSE TO KEOGH AND BERWICK REVIEWS</b>	<b>P</b>	<b>Chief Nurse</b>	2.15pm – 2.25pm

	<i>For discussion and assurance</i>			
19.3	<b>CLWYD REPORT ON NHS COMPLAINTS</b> <i>For discussion and assurance</i>	Q	Chief Nurse	2.25pm – 2.35pm
20.	<b>RISK</b>			
20.1	<b>BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	R	Chief Nurse	2.35pm – 2.45pm
21.	<b>HUMAN RESOURCES</b>			
21.1	<b>CLINICAL MANAGEMENT STRUCTURE</b> <i>For discussion and assurance</i>	S	Director of Human Resources/Chief Operating Officer	2.45pm – 2.55pm
22.	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
22.1	<p><b>MONTH 7 QUALITY, PERFORMANCE AND FINANCE REPORT</b> <i>For assurance</i></p> <p><b>Consideration of this item will be structured as follows:-</b></p> <p>The <b>Non-Executive Director Chair</b> of the <b>Quality Assurance Committee</b> will be invited to comment verbally on the month 7 position, as considered at the meeting held on 27 November 2013 (the Minutes of which will be presented to the 20 December 2013 Trust Board). Minutes of the 29 October 2013 <b>Quality Assurance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p> <p><b>Ms J Wilson, Non-Executive Director</b> to be invited to comment verbally on the month 7 position, as considered at the <b>Finance and Performance Committee</b> meeting held on 27 November 2013 (the Minutes of which will be presented to the 20 December 2013 Trust Board). Minutes of the 30 October 2013 <b>Finance and Performance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p> <p><b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 7 report, specifically:-</p> <p>(a) <b>Chief Nurse</b> – patient safety and quality, quality commitment, patient experience and facilities management performance;</p> <p>(b) <b>Medical Director</b> – mortality rates;</p> <p>(c) <b>Chief Operating Officer</b> – operational performance and exception reports,</p> <p>(d) <b>Director of Human Resources</b> – staff appraisal, sickness absence and statutory and mandatory training compliance, and</p> <p>(e) <b>Director of Finance and Business Services</b> – Month 7 financial re-forecast.</p>	T	<p>T1</p> <p>Quality Assurance Chair</p> <p>T2</p> <p>Ms J Wilson, Non-Executive Director</p> <p>Lead Executive Directors</p> <p>Chief Nurse</p> <p>Medical Director Chief Operating Officer</p> <p>Director of Human Resources</p> <p>T3 (to follow)</p> <p>Director of Finance and Business Services</p>	2.55pm – 3.25pm
22.2	<b>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN</b> <i>For discussion and assurance</i>	U (to follow)	Chief Operating Officer	3.25pm – 3.40pm

22.3	<b>NHS TRUST OVER-SIGHT SELF CERTIFICATION</b> <i>For discussion and approval</i>	V	Director of Corporate and Legal Affairs	3.40pm – 3.45pm
23.	<b>GOVERNANCE</b>			
23.1	<b>UHL EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE SELF-ASSESSMENT</b> <i>For discussion and assurance</i>	W	Chief Operating Officer	3.45pm – 3.55pm
23.2	<b>RESULTS OF REPUTATION AUDIT</b> <i>For discussion and assurance</i>	X	Director of Marketing and Communications	3.55pm – 4.05pm
24.	<b>REPORTS FROM BOARD COMMITTEES</b>			
24.1	<b>AUDIT COMMITTEE</b> Minutes of the 12 November 2013 meeting for noting.	Y (to follow)	Audit Committee Chair	
25.	<b>TRUST BOARD BULLETIN – NOVEMBER 2013</b>	Z (paper 1 to follow)	-	
26.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANACTED AT THIS MEETING</b>	-	Acting Chairman	4.05pm – 4.25pm
27.	<b>ANY OTHER BUSINESS</b>	-	Acting Chairman	4.25pm – 4.30pm
28.	<b>DATE OF NEXT MEETING</b>			
	The next Trust Board meeting will be held on <b>Friday 20 December 2013</b> from 9.00am in Seminar Rooms 2 and 3, Clinical Education Centre, Glenfield Hospital – <i>please note change of date.</i>	-		

Kate Rayns  
Trust Administrator