

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 30 JANUARY 2014 FROM 9.30AM IN SEMINAR ROOMS
2 AND 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

Public meeting commences at 12.30pm

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 1-16).			-
2.	APOLOGIES AND WELCOME To receive apologies for absence from Mr A Seddon, Director of Finance and Business Services, Ms J Wilson, Non-Executive Director and Professor D Wynford-Thomas, Non-Executive Director. To welcome Mr P Hollinshead, Interim Director of Financial Strategy to the meeting.	-	Acting Chairman	9.30am – 9.35am
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.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Acting Chairman and Chief Executive	9.35am – 9.40am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the meetings held on 13 and 20 December 2013. <i>For approval</i> To note that the confidential Minutes of the 16 January 2014 Trust Board development session will be presented to the 27 February 2014 Trust Board meeting.	A & A1	Acting Chairman	9.40am – 9.45am
6.	MATTERS ARISING Confidential action logs from the 13 and 20 December 2013 Trust Board meetings and the 21 November 2013 Trust Board development session. <i>For approval</i>	B & B1	Acting Chairman	9.45am – 9.50am
7.	REPORTS BY THE MEDICAL DIRECTOR <i>Prejudicial to the conduct of public affairs</i>	C & C1	Medical Director	9.50am – 10.20am
8.	REPORTS BY THE CHIEF NURSE <i>Commercial interests and prejudicial to the conduct of</i>	D – D2	Chief Nurse	10.20am – 10.50am

	<i>public affairs</i>	(D2 to follow)		
9.	REPORTS BY THE DIRECTOR OF STRATEGY <i>Commercial interests and prejudicial to the conduct of public affairs</i>	E & E1	Director of Strategy	10.50am – 11.10am
10.	REPORTS BY THE INTERIM DIRECTOR OF FINANCIAL STRATEGY <i>Prejudicial to the conduct of public affairs</i>	verbal	Interim Director of Financial Strategy	11.10am – 11.30am
11.	REPORTS BY THE DIRECTOR OF HUMAN RESOURCES <i>Personal information and prejudicial to the conduct of public affairs</i>	F & F1	Director of Human Resources	11.30am – 11.35am
12.	REPORT BY THE ACTING CHAIRMAN AND DIRECTOR OF CORPORATE AND LEGAL AFFAIRS <i>Commercial interests and prejudicial to the conduct of public affairs</i>	G	Acting Chairman/ Director of Corporate and Legal Affairs	11.35am – 11.40am
13.	REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS <i>Personal information and prejudicial to the conduct of public affairs</i>	H	Director of Corporate and Legal Affairs	11.40am – 11.45am
14.	REPORTS FROM BOARD COMMITTEES			11.45am – 11.50am
14.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 18 December 2013 meeting for noting. <i>Commercial interests and prejudicial to the conduct of public affairs</i>	I	Acting Chairman	
14.2	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 17 December 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	J	Acting Quality Assurance Committee Chair	
14.3	REMUNERATION COMMITTEE Confidential Minutes of the 10 January 2014 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i> To note that the Minutes of the meeting to be held on 30 January 2014 will be presented to the 27 February 2014 Trust Board.	K	Acting Chairman	
15.	PRIVATE TRUST BOARD BULLETIN JANUARY 2014	L	-	-
16.	ANY OTHER BUSINESS	-	Acting Chairman	11.50am – 11.55am
<i>Lunch break from 12noon to 12.30pm prior to commencing the public section of the meeting</i>				
17.	DECLARATION OF INTERESTS	-	Acting 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.			
18.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS		Acting Chairman/ Chief Executive	12.30pm – 12.35pm

	presented to the 30 January 2014 Trust Board). (d) Lead Executive Directors will then be invited to comment on their respective sections of the month 9 report, specifically:- <ul style="list-style-type: none"> • Chief Operating Officer – operational performance and exception reports, • Chief Executive – information management and technology performance, • Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance, and • Interim Director of Financial Strategy – month 9 financial position. 		Chief Operating Officer Chief Executive Director of Human Resources Interim Director of Financial Strategy	
24.2	EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i>	U	Chief Operating Officer	2.10pm – 2.25pm
24.3	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	V	Director of Corporate and Legal Affairs	2.25pm – 2.30pm
25.	STRATEGY AND FORWARD PLANNING			
25.1	ANNUAL OPERATIONAL PLAN 2013-14 QUARTER 3 PROGRESS REPORT <i>For assurance</i>	W	Director of Strategy	2.30pm – 2.40pm
25.2	UPDATE ON DRAFT ANNUAL OPERATIONAL PLANS 2014-15 AND 2015-16 <i>For discussion and ratification</i>	X	Director of Strategy	2.40pm – 2.50pm
25.3	QUARTERLY REVIEW OF THE IMPROVEMENT AND INNOVATION FRAMEWORK	withdrawn	Director of Strategy	-
26.	RISK			
26.1	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	Y	Chief Nurse	2.50pm – 3pm
27.	MEDICAL EDUCATION			
27.1	QUARTERLY UPDATE ON MEDICAL EDUCATION <i>For discussion and assurance</i>	Z	Medical Director	3pm – 3.10pm
28.	RESEARCH AND DEVELOPMENT			
28.1	QUARTERLY UPDATE ON RESEARCH AND DEVELOPMENT <i>For discussion and assurance</i>	AA	Medical Director	3.10pm – 3.20pm
29.	REPORTS FROM BOARD COMMITTEES			
29.1	FINANCE AND PERFORMANCE COMMITTEE Minutes of the 18 December 2013 meeting for noting and endorsement of any recommendations.	BB	Acting Chairman	-
29.2	QUALITY ASSURANCE COMMITTEE Minutes of the 17 December 2013 meeting for noting and endorsement of any recommendations.	CC	Acting Quality Assurance Committee Chair	-
30.	CORPORATE TRUSTEE BUSINESS			
30.1	FINAL ACCOUNTS AND ANNUAL REPORT 2012-13 FOR LEICESTER HOSPITAL CHARITY	DD	Interim Director of Financial Strategy /Charitable Funds	3.20pm – 3.30pm

	For approval.		Committee Chairman	
31.	TRUST BOARD BULLETIN – JANUARY 2014	EE	-	-
32.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Acting Chairman	3.30pm – 3.50pm
33.	ANY OTHER BUSINESS	-	Acting Chairman	3.50pm – 3.55pm
34.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 27 February 2014 from 9.00am in the C J Bond rooms, Clinical Education Centre, Leicester Royal Infirmary.	-		

Kate Rayns
Trust Administrator