

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 1 SEPTEMBER 2011 FROM 10AM IN
SEMINAR ROOMS 2/3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	APOLOGIES FOR ABSENCE Professor D Wynford-Thomas, Non-Executive Director.	-	Chairman	-
2.	DECLARATION OF INTERESTS	-	Chairman	10am – 10.01am
	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.	CHAIRMAN'S ANNOUNCEMENTS		Chairman	10.01am – 10.03am
4.	MINUTES			
	Minutes of the meeting held on 4 August 2011. <i>For approval</i>	A	Chairman	10.03am – 10.04am
5.	MATTERS ARISING			
	Matters arising from the meeting held on 4 August 2011. <i>For approval</i>	B	Chairman	10.04am – 10.10am
6.	REPORTS FROM THE CHIEF EXECUTIVE			
6.1	MONTHLY REPORT – SEPTEMBER 2011 <i>For information</i>	C	Chief Executive	10.10am – 10.15am
7.	QUALITY, FINANCE AND PERFORMANCE			
7.1	QUALITY AND PERFORMANCE REPORT (MONTH 4) <i>For discussion and assurance</i>	D	Chief Operating Officer/Chief Nurse	10.15am – 10.35am
7.2	LLR URGENT AND EMERGENCY CARE SYSTEM IMPROVEMENT PROGRAMME, AND ED TRANSFORMATIONAL CHANGE PROGRAMME – UPDATE <i>For discussion and assurance</i>	E (to follow)	Chief Operating Officer/Chief Nurse	10.35am – 11.05am

7.3	PROGRESS AGAINST THE 2011-12 STABILISATION TO TRANSFORMATION PLAN <i>For discussion and assurance</i>	F (to follow)	Director of Finance and Procurement	11.05am – 11.35am
7.4	CARPARKING CHARGES	VERBAL	Director of Strategy	11.35am – 11.40am
7.5	FINANCE AND PERFORMANCE COMMITTEE Minutes of the meeting held on 28 July 2011 and cover sheet detailing the issues discussed at the meeting held on 24 August 2011 (formal Minutes to the 6 October 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>	G & G1	Finance and Performance Committee Chair	11.40am – 11.42am
8.	HUMAN RESOURCES			
8.1	LOCAL CLINICAL EXCELLENCE AWARDS <i>for endorsement</i>	H	Director of Human Resources	11.42am – 11.52am
9.	RISK			
9.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	I	Medical Director	11.52am – 12.12pm
10.	RESEARCH AND DEVELOPMENT			
10.1	RESEARCH AND DEVELOPMENT STRATEGY <i>For endorsement</i>	J	Director of Strategy	12.12pm – 12.25pm
11.	REPORTS FROM BOARD COMMITTEES			12.25pm – 12.27pm
11.1	AUDIT COMMITTEE To note that the Audit Committee meeting scheduled for 6 September 2011 is being rearranged.		-	
11.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Minutes of the 28 July 2011 and cover sheet detailing the issues discussed at the meeting held on 25 August 2011 (formal Minutes to the 6 October 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>	K & K1	GRMC Chair	
11.3	RESEARCH AND DEVELOPMENT COMMITTEE The meeting of the Research and Development Committee due to have been held on 8 August 2011 was cancelled. The next meeting will be held on 12 September 2011 – Minutes will be submitted to the 6 October 2011 Trust Board.			
11.4	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE The next meeting of the Workforce and			

	Organisational Development Committee will be held on 19 September 2011 – Minutes will be submitted to the 6 October 2011 Trust Board.			
12.	CORPORATE TRUSTEE BUSINESS			
12.1	CHARITABLE FUNDS COMMITTEE The next meeting of the Charitable Funds Committee will be held on 2 September 2011 – Minutes will be submitted to the 6 October 2011 Trust Board. A report seeking Trust Board approval (as corporate Trustee) for an urgent charitable funds application is attached. <i>For approval.</i>	L	Director of Finance and Procurement	12.27pm – 12.32pm
13.	TRUST BOARD BULLETIN – AUGUST 2011 <i>For information.</i>	M	-	
14.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANACTED AT THIS MEETING		Chairman	12.32pm – 12.50pm
15.	ANY OTHER BUSINESS		Chairman	12.50pm - 12.55pm
16.	DATE OF NEXT MEETING			
	Thursday 6 October 2011 at 10am in Conference Rooms 1A & 1B, Gwendolen House, Leicester General Hospital. UHL will be holding an Annual General Meeting on Saturday 17 September 2011 at 11.30am in the canteen at Leicester Royal Infirmary . A health fair will take place ahead of the formal meeting, from 9.30am in the same venue.			
<i>Comfort break</i>				
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 18-27).			
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 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.			
19.	CONFIDENTIAL MINUTES Confidential Minutes of the meeting held on 4 August 2011. <i>For approval</i>	N	Chairman	1pm – 1.02pm

20.	MATTERS ARISING Confidential matters arising from the meeting held on 4 August 2011. <i>For approval</i>	O	Chairman	1.02pm – 1.05pm
20.1	<u>Report by the Director of Strategy (Minute 237/11/1</u> Director of Strategy to report verbally.		Director of Strategy	1.05pm – 1.15pm
21.	JOINT REPORT FROM THE CHIEF EXECUTIVE AND CHIEF OPERATING OFFICER/CHIEF NURSE	P	Chief Executive/ Chief Operating Officer/Chief Nurse	1.15pm – 2pm
22.	REPORTS FROM THE DIRECTOR OF STRATEGY	Q & R	Director of Strategy	2pm – 2.30pm
23.	REPORTS FROM THE DIRECTOR OF HUMAN RESOURCES	S – U	Director of Human Resources	2.30pm – 2.45pm
24.	TRUST BOARD BULLETIN	V	-	
25.	REPORTS FROM BOARD COMMITTEES			2.45pm – 2.50pm
25.1	FINANCE AND PERFORMANCE COMMITTEE Cover sheet detailing the issues discussed at the meeting held on 24 August 2011 (formal Minutes to the 6 October 2011 Trust Board). <i>For noting</i>	W	Finance and Performance Committee Chair	
25.2	GRMC Confidential Minutes of the 28 July 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	X	GRMC Chair	
26.	ANY OTHER BUSINESS			2.50pm – 2.55pm
27.	EVALUATION OF THE MEETING		Chairman	2.55pm – 3pm

Helen Stokes
Senior Trust Administrator