

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 2 JUNE 2011 FROM 10AM IN ROOMS A & B,
CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

AGENDA

Please take papers as read

Item no.	Item	Paper ref:	Lead	Discussion time
1.	APOLOGIES FOR ABSENCE	-	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 5 May 2011. <i>For approval</i>	A	Chairman	10.03am– 10.04am
5.	MATTERS ARISING			
	Matters arising from the meeting held on 5 May 2011. <i>For approval</i>	B	Chairman	10.04am - 10.05am
6.	CHIEF EXECUTIVE'S MONTHLY REPORT			
6.1	REPORT FOR JUNE 2011 <i>For information</i>	C	Chief Executive	10.05am– 10.10am
7.	QUALITY, FINANCE AND PERFORMANCE			
7.1	QUALITY ACCOUNT 2011 <i>For assurance and approval</i>	D	Medical Director	10.10am– 10.20am
7.2	UHL QUALITY STRATEGY <i>For assurance and approval</i>	E	Medical Director	10.20am– 10.30am
7.3	FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2010-11	(F-G)		10.30am– 10.40am
7.3.1	<u>UHL STATUTORY ACCOUNTS 2010-11 AND MANAGEMENT RESPONSE TO THE ISA 260 REPORT</u> <i>For approval</i>	F	Director of Finance and Procurement	

7.3.2	<u>STATEMENT ON INTERNAL CONTROL (SIC) 2010-11</u> <i>For assurance and approval</i>	G	Director of Corporate and Legal Affairs	
7.3.3	<u>AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND SIC 2010-11</u> Verbal report on the Audit Committee's consideration of the statutory accounts 2010-11 (meeting held on 31 May 2011). <i>For assurance</i>	Verbal	Audit Committee Non-Executive Director Chair	
7.3.4	<u>APPROVALS</u> The Trust Board is invited to:- <ul style="list-style-type: none"> • note the contents of the reports in section 7.3; • approve the statutory accounts for the year ending 31 March 2011, and approve the signing (in non-black ink) of the relevant certificates by members of the Trust Board, as follows (<i>signatories are shown in brackets</i>):-		Director of Finance and Procurement	
	<ul style="list-style-type: none"> ○ Statement of Directors' responsibilities in respect of Internal Control (<i>Chief Executive</i>); ○ Statement on Internal Control 2010-11 (<i>Chief Executive</i>); ○ Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust (<i>Chief Executive</i>), and Statement of Directors' Responsibilities in respect of the accounts (<i>Chief Executive, and the Director of Finance and Procurement</i>); ○ Balance Sheet (<i>Chief Executive</i>), and ○ Letter of Representation (<i>Chief Executive</i>) 			
7.4	UHL (DRAFT) ANNUAL REPORT 2010-11 <i>For approval</i>	H	Director of Communications and External Relations	10.40am-10.50am
7.5	LLR URGENT AND EMERGENCY CARE SYSTEM IMPROVEMENT PROGRAMME, AND ED TRANSFORMATIONAL CHANGE PROGRAMME – UPDATE <i>For discussion and assurance</i>	I & I1 (to follow)	Chief Operating Officer/Chief Nurse	10.50am-11.20am
7.6	QUALITY AND PERFORMANCE REPORT (MONTH 1) <i>For discussion and assurance</i>	J	Chief Operating Officer/Chief Nurse	11.20am-11.40am
7.7	FINANCE AND PERFORMANCE COMMITTEE	K & K1	Finance and	11.40am-

	Minutes of the meeting held on 27 April 2011 and cover sheet detailing the issues discussed at the meeting held on 25 May 2011 (formal Minutes to the 7 July 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>		Performance Committee Chair	11.41am
8.	GOVERNANCE			
8.1	MEMBERSHIP DEVELOPMENT STRATEGY <i>For approval</i>	L	Director of Communications and External Relations/Director of Corporate and Legal Affairs	11.41am-12.01pm
9.	STRATEGY			
9.1	FT/IBP/LTFM MONTHLY UPDATE <i>For discussion and assurance</i>	M	Director of Strategy	12.01pm-12.06pm
10.	RISK			
10.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – INTERIM UPDATE <i>For discussion and assurance</i>	N	Medical Director	12.06pm-12.11pm
11.	REPORTS FROM BOARD COMMITTEES			12.11pm-12.16pm
11.1	AUDIT COMMITTEE Minutes of the meeting scheduled for 31 May 2011 will be submitted to the 7 July 2011 Trust Board.		Audit Committee Chair	
11.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Minutes of the 28 April meeting and cover sheet detailing the issues discussed at the meeting held on 26 May 2011 (formal Minutes to the 7 July 2011 Trust Board). <i>For noting and endorsement of any recommendations</i>	O & O1	GRMC Chair	
11.3	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 9 May 2011 meeting. <i>For noting and endorsement of any recommendations</i>	P	Research and Development Committee Chair	
11.4	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE Minutes of the rescheduled 4 July 2011 meeting will be submitted to the 4 August 2011 Trust Board.		-	
12.	CORPORATE TRUSTEE BUSINESS			
12.1	CHARITABLE FUNDS COMMITTEE Minutes of the rescheduled 6 June 2011 meeting will be submitted to the 7 July 2011 Trust Board.		-	
13.	TRUST BOARD BULLETIN – JUNE 2011 <i>For noting only</i> BRIBERY ACT BRIEFING	Q	-	
				12.16pm-

14.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANACTED AT THIS MEETING		Chairman	12.21pm
15.	ANY OTHER BUSINESS		Chairman	12.21pm-12.26pm
16.	DATE OF NEXT MEETING			
	<p>Thursday 7 July 2011 at 10am in the Rooms 1A & 1B, Gwendolen House, Leicester General Hospital site.</p> <p>An extraordinary meeting of the UHL NHS Trust Board will take place on the morning of Thursday 23 June 2011 in rooms 1A & 1B, Gwendolen House, Leicester General Hospital site.</p>			
17.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>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 to 29).</p>			
18.	<p>DECLARATIONS OF INTERESTS</p> <p>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.</p>			
19.	<p>CONFIDENTIAL MINUTES</p> <p>Confidential Minutes of the meeting held on 5 May 2011. <i>For approval</i></p>	R	Chairman	1pm-1.01pm
20.	<p>MATTERS ARISING</p> <p>Confidential matters arising from the meeting held on 5 May 2011. <i>For approval</i></p>	S	Chairman	1.01pm-1.02pm
21.	REPORT BY THE DIRECTOR OF STRATEGY	T	Director of Strategy	1.02pm-1.17pm
22.	REPORT BY THE CHIEF OPERATING OFFICER/CHIEF NURSE	U (to follow)		1.17pm-1.47pm
23.	REPORT BY THE DIRECTOR OF FINANCE AND PROCUREMENT	V	Director of Finance and Procurement	1.47pm-1.57pm

24.	REPORT BY THE DIRECTOR OF HUMAN RESOURCES	W	Director of Human Resources	1.57pm-2.02pm
25.	VERBAL REPORT BY THE MEDICAL DIRECTOR	X	Medical Director	2.02pm-2.22pm
26.	CONFIDENTIAL TRUST BOARD BULLETIN	Y	-	
27.	REPORTING COMMITTEES			2.22pm-2.24pm
27.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes from the 27 April 2011 meeting. <i>For noting and endorsement of any recommendations</i>	Z	Finance and Performance Committee Chair	
27.2	GRMC Confidential Minutes of the 28 April 2011 meeting. <i>For noting and endorsement of any recommendations.</i>	AA	GRMC Chair	
28.	ANY OTHER BUSINESS			2.24pm-2.29pm
29.	EVALUATION OF THE MEETING		UHL Chairman	2.29pm-2.39pm

Helen Stokes
Senior Trust Administrator