

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 5 APRIL 2012 FROM 10AM IN ROOMS 1A & 1B, GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL SITE*

AGENDA

***Please take papers as read**

Item no.	Item	Paper ref:	Lead	Discussion time
1.	APOLOGIES FOR ABSENCE AND WELCOME To receive apologies for absence, including Ms K Bradley, Director of Human Resources, Ms J Wilson, Non-Executive Director, and Professor D Wynford-Thomas, Non-Executive Director. To welcome Mrs E Stevens, Deputy Director of Human Resources to the meeting in the Director of Human Resources' absence.	-	Chairman	-
2.	DECLARATION 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.	-	Chairman	
3.	CHAIRMAN'S ANNOUNCEMENTS		Chairman	10am – 10.02am
4.	MINUTES Minutes of the 1 March 2012 meeting. Minutes from the extraordinary Trust Board meeting of 30 March 2012 will be submitted to the next Trust Board. <i>For approval</i>	A	Chairman	10.02am – 10.03am
5.	MATTERS ARISING Matters arising from the 1 March 2012 meeting. <i>For approval</i>	B	Chairman	10.03am – 10.10am
6.	MONTHLY REPORT FROM THE CHIEF EXECUTIVE – APRIL 2012 for discussion	C	Chief Executive	10.10am – 10.15am
7.	QUALITY, FINANCE AND PERFORMANCE			
7.1	ANNUAL OPERATIONAL PLAN 2012-13 <i>For approval</i>	D (to follow)	Director of Strategy	10.15am – 11.05am
7.2	QUALITY AND PERFORMANCE REPORT (MONTH 11) <i>For discussion and assurance</i>	E	Chief Operating Officer/Chief Nurse	11.05am – 11.40am
7.3	FINANCE AND PERFORMANCE COMMITTEE Minutes of the meeting held on 22 February 2012 and	F & G	Finance and Performance Committee	11.40am – 11.42am

	cover sheet detailing the issues discussed at the 28 March 2012 meeting (formal Minutes of the latter to the next Trust Board). <i>For noting and endorsement of any recommendations</i>		Chair	
8.	HUMAN RESOURCES			
8.1	STAFF ATTITUDE AND OPINION SURVEY 2011 <i>For discussion</i>	H	Director of Human Resources	11.42am – 12.12pm
8.2	VOLUNTARY SEVERANCE SCHEME 2012-13 <i>For approval</i>	I	Director of Human Resources	12.12pm – 12.22pm
9.	RISK			
9.1	STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK <i>For discussion and assurance</i>	J	Medical Director	12.22pm – 12.42pm
10.	REPORTS FROM BOARD COMMITTEES			12.42pm – 12.47pm
10.1	AUDIT COMMITTEE Minutes of the Audit Committee meeting scheduled for 18 April 2012 will be submitted to the next Trust Board.	-	-	
10.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Minutes of the 23 February 2012 meeting and cover sheet detailing the issues discussed at the 29 March 2012 meeting (formal Minutes of the latter to the next Trust Board). <i>For noting and endorsement of any recommendations</i>	K & K1	GRMC Chair	
10.3	RESEARCH AND DEVELOPMENT COMMITTEE Minutes of the 5 March 2012 meeting. Minutes of the 2 April 2012 Research and Development Committee will be submitted to the next Trust Board (cover sheet as attached). <i>For noting and endorsement of any recommendations</i>	L & L1	Research and Development Committee Chair	
10.4	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE Cover sheet detailing the issues discussed at the 26 March 2012 (Minutes to the next Trust Board). <i>For noting and endorsement of any recommendations</i>	M	Workforce and Organisational Development Committee Chair	
11.	CORPORATE TRUSTEE BUSINESS			12.47pm – 12.49pm
11.1	CHARITABLE FUNDS COMMITTEE Minutes of the 16 March 2012 meeting. <i>For noting and endorsement of any recommendations</i>	N	Charitable Funds Committee Chair	-
12.	TRUST BOARD BULLETIN – APRIL 2012	O	-	-
13.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Chairman	12.49pm – 1.09pm
14.	ANY OTHER BUSINESS		Chairman	1.09pm – 1.15pm

15.	DATE OF NEXT MEETING			
	Chairman to report verbally on 5 April 2012.			
16.	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 17-29).			-
<i>Comfort break 15 minutes</i>				
17.	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.			-
18.	CONFIDENTIAL MINUTES Confidential Minutes of the 1 March 2012 meeting. <i>For approval</i>	P	Chairman	1.30pm – 1.32pm
19.	MATTERS ARISING Confidential matters arising from the 1 March 2012 meeting. <i>For approval</i>	Q	Chairman	1.32pm – 1.47pm
19.1	<u>Report from the Director of Strategy (Minute 57/12)</u> Director of Strategy to provide a verbal update.	Verbal	Director of Strategy	
20.	REPORT FROM THE DIRECTOR OF FINANCE AND PERFORMANCE	R	Director of Finance and Procurement	1.47pm – 2.00pm
21.	REPORTS FROM THE DIRECTOR OF STRATEGY	S & S1 (S to follow)	Director of Strategy	2.00pm – 2.20pm
22.	REPORT FROM THE DIRECTOR OF HUMAN RESOURCES	T	(Deputy) Director of Human Resources	2.20pm – 2.30pm
23.	REPORT FROM THE CHIEF OPERATING OFFICER/ CHIEF NURSE	verbal	Chief Operating Officer/Chief Nurse	2.30pm – 2.40pm
24.	REPORT FROM THE MEDICAL DIRECTOR	U (to follow)	Medical Director	2.40pm – 3.00pm
25.	CONFIDENTIAL TRUST BOARD BULLETIN	V	-	-
26.	REPORTS FROM BOARD COMMITTEES			3.00pm – 3.05pm

26.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 22 February 2012 meeting. Committee Chair to report verbally on the 28 March 2012 meeting. <i>For noting and endorsement of any recommendations</i>	W	Finance and Performance Committee Chair	
26.2	GOVERNANCE AND RISK MANAGEMENT COMMITTEE Confidential Minutes of the 23 February 2012 meeting. GRMC Chair to report verbally on the 29 March 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	X	GRMC Chair	
26.3	RESEARCH & DEVELOPMENT COMMITTEE Confidential Minutes of the 5 March 2012 meeting. R&DC Chair to report verbally on the 2 April 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	Y	Research and Development Committee	
27.	CORPORATE TRUSTEE BUSINESS			3.05pm – 3.08pm
27.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the 16 March 2012 meeting. <i>For noting and endorsement of any recommendations.</i>	Z	Charitable Funds Committee Chair	
28.	ANY OTHER BUSINESS	-	Chairman	3.08pm – 3.09pm
29.	MEETING EVALUATION	-	Chairman	3.09pm – 3.10pm

Helen Stokes
Senior Trust Administrator