

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 25 APRIL 2013 FROM 9.00AM IN ROOMS, A & B,
CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

Public meeting commences at 1pm

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 1-14).			-
2.	APOLOGIES FOR ABSENCE To receive apologies for absence.	-	Chairman	-
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.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	9am – 9.25am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 28 March 2013 and 5 April 2013 meetings. <i>For approval</i>	A & A1	Chairman	9.25am – 9.30am
6.	MATTERS ARISING Confidential matters arising/action log from the 28 March 2013 and 5 April 2013 meetings. <i>For approval</i>	B (to follow)	Chairman	9.30am – 9.40am
7.	REPORTS BY THE CHIEF EXECUTIVE	C	Chief Executive	9.40am – 10.10am
8.	REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES	D – D3	Director of Finance and Business Services	10.10am – 11.10am
9.	REPORTS BY THE CHIEF NURSE/DEPUTY CHIEF EXECUTIVE	E (to follow)	Chief Nurse/ Deputy Chief Executive	11.10am – 11.20am
10.	REPORTS BY THE DIRECTOR OF COMMUNICATIONS AND EXTERNAL RELATIONS	F & F1	Director of Communications and External Relations	11.20am – 11.45am

11.	REPORTS BY THE DIRECTOR OF HUMAN RESOURCES	G	Director of Human Resources	11.45am – 11.55am
12	REPORT BY THE CHAIRMAN AND DIRECTOR OF CORPORATE AND LEGAL AFFAIRS	H & H1	Director of Corporate and Legal Affairs	11.55am – 12.15pm
13.	REPORTS FROM BOARD COMMITTEES			12.15pm – 12.20pm
13.1	AUDIT COMMITTEE Confidential Minutes of the 3 April 2013 meeting. <i>For noting</i>	I	Audit Committee Chair	
13.2	EMPATH PROGRAMME BOARD Minutes of the 25 March 2013 meeting and Consolidated Director's report. <i>For noting</i>	J & J1	Director of Human Resources/ Director of Finance and Business Services	
13.3	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 27 March 2013 meeting. <i>For noting</i>	K	Finance and Performance Committee Chairman	
13.4	QUALITY ASSURANCE COMMITTEE Confidential Minutes of the 19 March 2013 meeting. <i>For noting</i>	L	Quality Assurance Committee Chair	
14.	CORPORATE TRUSTEE BUSINESS			12.20pm – 12.25pm
14.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the 15 March 2013 meeting. <i>For noting</i>	M	Charitable Funds Committee Chairman	
15.	ANY OTHER BUSINESS	-	Chairman	12.25pm – 12.30pm
<i>Lunch break from 12.30pm to 1pm prior to commencing the public section of the meeting</i>				
16.	DECLARATION OF INTERESTS	-	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.			
17.	CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Chairman and Chief Executive	1pm – 1.15pm
18.	MINUTES			
	Minutes of the 28 March 2013 Trust Board meeting. <i>For approval</i>	N	Chairman	1.15pm – 1.20pm
19.	MATTERS ARISING			
	Matters arising/action log from the 28 March 2013 meeting. <i>For approval</i>	O (to follow)	Chairman	1.20pm – 1.25pm

20.	CLINICAL QUALITY AND SAFETY			
20.1	SAFE AND SUSTAINABLE REVIEW OF PAEDIATRIC CARDIAC SURGERY <i>For discussion and assurance</i>	verbal	Director of Communications and External Relations	1.25pm – 1.35pm
20.2	CONTRASTING EXPERIENCES AND QUALITY MARK WARDS <i>For discussion and assurance</i>	Presentation P (to follow)	Chief Nurse/ Deputy Chief Executive	1.35pm – 1.55pm
20.3	UHL QUALITY AND SAFETY COMMITMENT – SAVING LIVES UPDATE <i>For discussion and assurance</i>	Q (to follow)	Medical Director	1.55pm – 2.15pm
20.4	EMERGENCY PLANNING – MAJOR INCIDENT PLAN AND YEAR PLAN FOR 2013-14 <i>For approval</i>	R	Interim Director of Operations	2.15pm – 2.35pm
21.	STRATEGY AND FORWARD PLANNING			
21.1	ANNUAL OPERATIONAL PLAN, DRAFT CAPITAL PROGRAMME AND DRAFT TRUST PRIORITIES FOR 2013-14 <i>For approval</i>	S (to follow)	Director of Finance and Business Services	2.35pm – 3.05pm
21.2	IMPROVEMENT FRAMEWORK <i>For discussion and assurance</i>	T	Chief Executive	3.05pm – 3.20pm
21.3	LLR BETTER CARE TOGETHER GOVERNANCE STRUCTURE <i>For discussion and assurance</i>	U	Director of Finance and Business Services	3.20pm – 3.30pm
22.	HUMAN RESOURCES			
22.1	LISTENING INTO ACTION – UPDATE <i>For assurance</i>	V	Chief Executive/ Director of Human Resources	3.30pm – 3.15pm
22.2	ANALYSIS OF NATIONAL STAFF SURVEY RESULTS 2012 <i>For discussion and assurance</i>	W	Director of Human Resources	3.15pm – 3.25pm
23.	QUALITY AND PERFORMANCE <i>For assurance</i>			
23.1	MONTH 12 QUALITY AND PERFORMANCE REPORT <i>For assurance</i> Consideration of this item will be structured as follows:- The Non-Executive Director Chairs of the Quality Assurance Committee and the Finance and Performance Committee will be invited to comment verbally on the month 12 position, as considered at their meetings on 16 and 24 April 2013 respectively (the Minutes of which will be presented to the 30 May 2013 Trust Board). Minutes of the 19 March 2013 Quality Assurance Committee meeting and the 27 March 2013 Finance and Performance Committee meetings are also attached for noting and endorsement of any recommendations. Lead Executive Directors will then be invited to comment on their respective sections of the month 12	X & X1 Y & Y1	Quality Assurance Committee and Finance and Performance Committee Chairs Lead Executive Directors	3.25pm – 4.15pm

	report, specifically:- (a) Chief Nurse/Deputy Chief Executive – patient safety, quality and patient experience; (b) Interim Director of Operations – operational performance, exception reports and monthly update on emergency care (including emergency care action plan). (c) Director of Human Resources – human resources, and (d) Director of Finance and Business Services – finance.	Z & Z1 (appendix to Z1 to follow)	Chief Nurse/ Deputy Chief Executive Interim Director of Operations Director of Human Resources Director of Finance and Business Services	
23.3	NHS Trust Over-Sight Self Certifications <i>For discussion and approval</i>	AA	Director of Corporate and Legal Affairs	4.15pm – 4.20pm
24.	RISK			
24.1	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	BB	Chief Nurse/ Deputy Chief Executive	4.20pm – 4.35pm
25.	REPORTS FROM BOARD COMMITTEES			4.35pm – 4.40pm
25.1	AUDIT COMMITTEE Minutes of the 3 April 2013 meeting. <i>For noting</i>	CC	Audit Committee Chair	
25.2	WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE Draft Minutes of the final Workforce and Organisational Development Committee meeting held on 8 March 2013. <i>For noting</i>	DD	Workforce and Organisational Development Committee Chair	
26.	CORPORATE TRUSTEE BUSINESS			4.40pm – 4.45pm
26.1	CHARITABLE FUNDS COMMITTEE Minutes of the 15 March 2013 Charitable Funds Committee. <i>For noting</i>	EE	Charitable Funds Committee Chairman	
27.	TRUST BOARD BULLETIN – APRIL 2013	FF	-	-
28.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	4.45pm – 5.05pm
29.	ANY OTHER BUSINESS	-	Chairman	5.05pm – 5.10pm
30.	DATE OF NEXT MEETING			
	Thursday 30 May 2013 from 9:00am (Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital).	-		

Kate Rayns
Trust Administrator