

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 28 FEBRUARY 2013 FROM 9AM IN THE  
C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

**Public meeting commences at 1:45pm**

**AGENDA**

**Please take papers as read**

<b>Item no.</b>	<b>Item</b>	<b>Paper ref:</b>	<b>Lead</b>	<b>Discussion time</b>
1.	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> 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 1-13).			-
2.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	-	Chairman	-
3.	<b>DECLARATIONS OF INTERESTS</b> 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.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 31 January 2013 meeting. <i>For approval</i>	A	Chairman	9am – 9.05am
5.	<b>MATTERS ARISING</b> Confidential matters arising/action log from the 31 January 2013 meeting <i>For approval</i>	B	Chairman	9.05am – 9.10am
6.	<b>REPORT BY THE CHIEF EXECUTIVE</b>	C & C1	Chief Executive	9.10am – 9.40am
7.	<b>REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES</b>	D – D3 (D1 & D3 to follow)	Director of Finance and Business Services	9.40am – 10.50am
8.	<b>REPORTS BY THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b>	E – E2	UHL Chairman/ Director of Corporate and Legal Affairs	10.50am – 11.20am
9.	<b>REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b>	F	Director of Corporate and Legal Affairs	11.20am – 11.30am

<b>10.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			11.30am – 11.35am
<b>10.1</b>	<b>EMPATH PROGRAMME BOARD</b> Minutes of the 28 January 2013 meeting and Consolidated Director's report. <i>For noting</i>	<b>G &amp; G1</b>	Director of Human Resources/ Director of Finance and Business Services	
<b>10.2</b>	<b>AUDIT COMMITTEE</b> Confidential Minutes of the 12 February 2013 meeting. <i>For noting</i>	<b>H</b>	Audit Committee Chairman	
<b>10.3</b>	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 22 January 2013 meeting. <i>For noting</i>	<b>I</b>	Quality Assurance Committee Chairman	
<b>10.4</b>	<b>REMUNERATION COMMITTEE</b> Minutes of the 5 February 2013 meeting. <i>For noting</i>	<b>J</b>	Remuneration Committee Chairman	
<b>11.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			11.35am – 11.40am
<b>11.1</b>	<b>CHARITABLE FUNDS COMMITTEE</b> Confidential Minutes of the 18 January 2013 meeting. <i>For noting and endorsement of any recommendations</i>	<b>K</b>	Charitable Funds Committee Chairman	
<b>12.</b>	<b>PRIVATE TRUST BOARD BULLETIN – FEBRUARY 2013</b>	<b>L</b>		-
<b>13.</b>	<b>ANY OTHER BUSINESS</b>	-	Chairman	11.40am – 11.45am
<p><b>Comfort break from 11:45am to 12:00noon</b></p> <p><b>Interval between public and private sessions of the Trust Board meeting to allow for separate discussions between Trust Board members and key stakeholders relating to the report of the Mid Staffordshire NHS Foundation Trust Public Inquiry. Reference to this session will be made during the public Trust Board meeting under agenda item 18.1 in respect of Clinical Quality.</b></p> <p><b>Comfort break from 1:30pm to 1:45pm prior to commencing the public section of the meeting</b></p>				
<b>14.</b>	<b>DECLARATION OF INTERESTS</b>	-	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.			
<b>15.</b>	<b>CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Chairman and Chief Executive	1.45pm – 1.55pm
<b>16.</b>	<b>MINUTES</b>			
	Minutes of the 31 January 2013 meeting. <i>For approval</i>	<b>M</b>	Chairman	1.55pm – 2pm

<b>17.</b>	<b>MATTERS ARISING</b>			
	Matters arising/action log from the 31 January 2013 meeting. <i>For approval</i>	<b>N</b>	<b>Chairman</b>	2pm – 2.05pm
<b>18.</b>	<b>QUALITY AND SAFETY</b>			
<b>18.1</b>	<b>CLINICAL QUALITY</b> <i>For assurance</i>			
18.1.1	<u>Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry</u>	<b>O</b>	<b>Chief Nurse/Deputy Chief Executive</b>	2.05pm – 2.30pm
18.1.2	<u>UHL Quality and Safety Commitment 2012-15 Update</u>	<b>P</b>	<b>Chief Nurse/Deputy Chief Executive</b>	2.30pm – 2.50pm
18.1.3	<u>Contrasting Experiences</u>	Presentation	<b>Chief Nurse/Deputy Chief Executive</b>	2.50pm – 3pm
<b>19.</b>	<b>HUMAN RESOURCES</b> <i>For assurance</i>			
19.1	<u>Organisational Development Plan 2013-15</u>	<b>Q</b>	<b>Director of Human Resources</b>	3pm – 3.15pm
<b>20.</b>	<b>GOVERNANCE</b> <i>For assurance</i>			
20.1	<u>FT Update</u>	<b>R</b>	<b>Chief Executive</b>	3.15pm – 3.25pm
<b>21.</b>	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
<b>21.1</b>	<p><b>MONTH 10 QUALITY AND PERFORMANCE REPORT</b> <i>For assurance</i></p> <p><b>Consideration of this item will be structured as follows:-</b></p> <p>The <b>Non-Executive Director Chairs</b> of the <b>Quality Assurance Committee</b> and the <b>Finance and Performance Committee</b> will be invited to comment verbally on the month 10 position, as considered at their meetings on 19 and 27 February 2013 respectively (the Minutes of which will be presented to the 28 March 2013 Trust Board).</p> <p><b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 10 report, specifically:-</p> <p>(a) <b>Chief Nurse/Deputy Chief Executive</b> – patient safety, quality and patient experience;</p> <p>(b) <b>Interim Director of Operations</b> – operational performance, monthly update on emergency care, and exception reports;</p> <p>(c) <b>Director of Human Resources</b> – human resources, and</p> <p>(d) <b>Director of Finance and Business Services</b> – finance.</p>	<p><b>S</b> (appendices to Paper S to follow)</p> <p><b>T</b> (to follow)</p>	<p><b>Quality Assurance Committee and Finance and Performance Committee Chairs</b></p> <p><b>Lead Executive Directors</b></p> <p><b>Chief Nurse/Deputy Chief Executive</b></p> <p><b>Interim Director of Operations</b></p> <p><b>Director of Human Resources</b></p> <p><b>Director of Finance and Business Services</b></p>	3.25pm – 4pm

21.2	<b>NHS Trust Over-Sight Self Certifications</b> <i>for discussion and approval</i>	U	Director of Corporate and Legal Affairs	4pm – 4.05pm
22.	<b>RISK</b>			
22.1	<b>STRATEGIC RISK REGISTER/BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	V	Chief Nurse/Deputy Chief Executive	4.05pm – 4.20pm
23.	<b>REPORTS FROM BOARD COMMITTEES</b>			4.20pm – 4.25pm
23.1	<b>AUDIT COMMITTEE</b> Minutes of the 12 February 2013 meeting. <i>For noting</i>	W	Audit Committee Chairman	
23.2	<b>QUALITY ASSURANCE COMMITTEE</b> Minutes of the 22 January 2013 meeting. <i>For noting</i>	X	Quality Assurance Committee Chairman	
23.3	<b>RESEARCH AND DEVELOPMENT COMMITTEE</b> To note that the 14 January 2013 meeting was cancelled. Minutes of the 11 February 2013 meeting. <i>For noting</i>	Y	Research and Development Committee Chair	
23.4	<b>WORKFORCE AND ORGANISATIONAL DEVELOPMENT COMMITTEE</b> The next meeting will be held on 8 March 2013.	-	-	
24.	<b>CORPORATE TRUSTEE BUSINESS</b>			4.25pm – 4.30pm
24.1	<b>CHARITABLE FUNDS COMMITTEE</b> To receive the Minutes of the 18 January 2013 meeting. <i>For noting and endorsement of any recommendations</i>	Z	Charitable Funds Committee Chairman	
25.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	Chairman	4.30pm – 4.50pm
26.	<b>ANY OTHER BUSINESS</b>	-	Chairman	4.50pm – 4.55pm
27.	<b>DATE OF NEXT MEETING</b>			
	<b>Thursday 28 March 2013</b> from 9:30am (Rooms A & B, Clinical Education Centre, Leicester General Hospital).	-		

Kate Rayns,  
Trust Administrator