

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 29 AUGUST 2013 FROM 10.15AM IN SEMINAR ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

**Public meeting commences at 1pm**

**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 from Dr T Bentley, Leicester City CCG Representative.	-	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>CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Chairman and Chief Executive	10.15am – 10.25am
5.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 25 July 2013 meeting. <i>For approval</i>	A	Chairman	10.25am – 10.30am
6.	<b>MATTERS ARISING</b> Confidential action logs from the 18 July 2013 Trust Board development session and the 25 July 2013 Trust Board meeting. <i>For approval</i>	B & B1	Chairman	10.30am – 10.35am
7.	<b>REPORT BY THE CHAIRMAN</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	C & C1	Chairman	10.35am – 10.55am
8.	<b>REPORT BY THE CHIEF EXECUTIVE</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	D	Chief Executive	10.55am – 11.10am
9.	<b>REPORTS BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES</b> <i>Commercial interests</i>	E & E1	Director of Finance and Business	11.10am – 11.55am

			Services	
10.	<b>REPORTS BY THE DIRECTOR OF HUMAN RESOURCES</b> <i>Personal information and prejudicial to the conduct of public affairs</i>	F & F1	Director of Human Resources	11.55am – 12.05pm
11.	<b>REPORT BY THE CHAIRMAN AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b> <i>Prejudicial to the conduct of public affairs</i>	G	Chairman/ Director of Corporate and Legal Affairs	12.05pm – 12.20pm
12.	<b>REPORTS FROM BOARD COMMITTEES</b>			12.20pm – 12.25pm
12.1	<b>EMPATH PROGRAMME BOARD</b> Minutes of the 22 July 2013 meeting and Consolidated Directors' report for noting. <i>Commercial interests</i>	H & H1	Mr R Kilner, Non-Executive Director	
12.2	<b>QUALITY ASSURANCE COMMITTEE</b> Confidential Minutes of the 23 July 2013 meeting for noting. <i>Prejudicial to the conduct of public affairs</i>	I	Quality Assurance Committee Chair	
12.3	<b>REMUNERATION COMMITTEE</b> Confidential Minutes of the 25 July 2013 meeting for noting. <i>Personal information and prejudicial to the conduct of public affairs</i>	J	Chairman	
13.	<b>ANY OTHER BUSINESS</b>	-	Chairman	12.25pm – 12.30pm
<b><i>Lunch break from 12.30pm to 1pm prior to commencing the public section of the meeting</i></b>				
14.	<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.			
15.	<b>CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS</b>	-	Chairman and Chief Executive	1pm – 1.10pm
16.	<b>MINUTES</b>			
	Minutes of the 25 July 2013 Trust Board meeting. <i>For approval</i>	K	Chairman	1.10pm – 1.15pm
17.	<b>MATTERS ARISING</b>			
	Action log from the 25 July 2013 meeting. <i>For approval</i>	L	Chairman	1.15pm – 1.20pm
18.	<b>REPORTS BY THE CHIEF EXECUTIVE</b>			
18.1	<b>MONTHLY UPDATE REPORT – AUGUST 2013</b> <i>For discussion and assurance</i>	M	Chief Executive	1.20pm – 1.25pm
18.2	<b>UHL MANAGEMENT ARRANGEMENTS</b>	N	Chief Executive/ Chief Operating	1.25pm – 1.35pm

	<ul style="list-style-type: none"> <li>Clinical Management Structure</li> <li>Executive Director Portfolios</li> </ul> <i>For discussion and approval</i>		Officer/Director of Human Resources	
18.3	<b>LISTENING INTO ACTION (LIA) UPDATE</b> <i>For discussion and assurance</i>	O	Chief Executive/ Director of Human Resources	1.35pm – 1.45pm
19.	<b>CLINICAL QUALITY AND SAFETY</b>			
19.1	<b>CONTRASTING EXPERIENCES</b> <i>For discussion and assurance</i>	P Presentation	Acting Chief Nurse	1.45pm – 2pm
19.2	<b>BERWICK REPORT – IMPROVING THE SAFETY OF PATIENTS IN ENGLAND</b> <i>For assurance</i>	Q	Medical Director	2pm – 2.10pm
19.3	<b>CONGENITAL HEART DISEASE REVIEW</b> <i>For discussion and assurance</i>	R	Medical Director/ Director of Marketing and Communications	2.10pm – 2.20pm
19.4	<b>MEDICAL APPRAISAL AND REVALIDATION AT UHL</b> <i>For discussion and approval</i>	S	Medical Director	2.20pm – 2.30pm
20.	<b>QUALITY AND PERFORMANCE</b> <i>For assurance</i>			
20.1	<p><b>MONTH 4 QUALITY, PERFORMANCE AND FINANCE 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 Chair</b> of the <b>Quality Assurance Committee</b> will be invited to comment verbally on the month 4 position, as considered at the meeting held on 27 August 2013 (the Minutes of which will be presented to the 26 September 2013 Trust Board). Minutes of the 23 July 2013 <b>Quality Assurance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p> <p>The <b>Non-Executive Director Chair</b> of the <b>Finance and Performance Committee</b> will be invited to comment verbally on the month 4 position, as considered at the meeting held on 28 August 2013 (the Minutes of which will be presented to the 26 September 2013 Trust Board). Minutes of the 24 July 2013 <b>Finance and Performance Committee</b> meeting are also attached for noting and endorsement of any recommendations.</p> <p><b>Lead Executive Directors</b> will then be invited to comment on their respective sections of the month 4 report, specifically:-</p> <p>(a) <b>Medical Director</b> – patient safety and quality;</p> <p>(b) <b>Acting Chief Nurse</b> – patient experience;</p> <p>(c) <b>Chief Operating Officer</b> – operational performance and exception reports,</p> <p>(d) <b>Director of Human Resources</b> – human resources, and</p>	T  T1  T2	<p>Quality Assurance Chair</p> <p>Finance and Performance Committee Chair</p> <p>Lead Executive Directors</p> <p>Medical Director</p> <p>Acting Chief Nurse</p> <p>Chief Operating Officer</p> <p>Director of Human Resources</p>	2.30pm – 3.10pm

	(e) <b>Director of Finance and Business Services – financial performance.</b>		<b>Director of Finance and Business Services</b>	
<b>20.2</b>	<b>EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN</b> <i>For discussion and assurance</i>	<b>U</b>	<b>Chief Operating Officer</b>	3.10pm – 3.25pm
<b>20.3</b>	<b>NHS TRUST OVER-SIGHT SELF CERTIFICATION</b> <i>For discussion and approval</i>	<b>V</b>	<b>Director of Corporate and Legal Affairs</b>	3.25pm – 3.30pm
<b>20.4</b>	<b>2013/14 CAPITAL PROGRAMME UPDATE</b> <i>For discussion and approval</i>	<b>W</b>	<b>Director of Finance and Business Services</b>	3.30pm – 3.40pm
<b>20.5</b>	<b>PROGRESS AGAINST ANNUAL PLAN PRIORITIES – QUARTER 1 2013-14</b> <i>For discussion and approval</i>	<b>X</b>	<b>Director of Finance and Business Services</b>	3.40pm – 3.50pm
<b>21.</b>	<b>STRATEGY AND FORWARD PLANNING</b>			
<b>21.1</b>	<b>UPDATE ON UHL’S FOUNDATION TRUST APPLICATION</b> <i>For discussion and approval</i>	<b>Y</b>	<b>Chief Executive</b>	3.50pm – 3.55pm
<b>22.</b>	<b>RISK</b>			
<b>22.1</b>	<b>BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	<b>Z</b>	<b>Medical Director</b>	3.55pm – 4.05pm
<b>23.</b>	<b>TRUST BOARD BULLETIN – AUGUST 2013</b>	<b>AA</b>	-	-
<b>24.</b>	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	<b>Chairman</b>	4.05pm – 4.25pm
<b>25.</b>	<b>ANY OTHER BUSINESS</b>	-	<b>Chairman</b>	4.25pm – 4.30pm
<b>26.</b>	<b>DATE OF NEXT MEETING</b>			
	<p>The Trust’s Annual Public Meeting will be held on <b>Thursday 19 September 2013</b> at 6.30pm in the Big Shed, 93 Commercial Square, Freeman’s Common, Leicester LE2 7SR. Displays will be available to browse from 4pm.</p> <p>The next Trust Board meeting will be held on <b>Thursday 26 September 2013</b> from 9.00am (C J Bond Room, Clinical Education Centre, Leicester Royal Infirmary).</p>	-		

Kate Rayns  
Trust Administrator