

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 30 MAY 2013 FROM 10.30AM IN SEMINAR  
ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD 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 note that Dr K Harris, Medical Director is expected to attend from approximately 11.30am.	-	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	10.30am – 10.40am
5.	<b>CONFIDENTIAL MINUTES</b> Confidential Minutes of the 25 April 2013 meeting. <i>For approval</i>	<b>A</b>	Chairman	10.40am – 10.45am
6.	<b>MATTERS ARISING</b> Confidential matters arising/action log from the 25 April 2013 meeting. <i>For approval</i>	<b>B</b>	Chairman	10.45am – 10.55am
7.	<b>REPORTS BY THE CHIEF EXECUTIVE</b>	<b>C</b>	Chief Executive	10.55am – 11.25am
8.	<b>REPORT BY THE DIRECTOR OF FINANCE AND BUSINESS SERVICES</b>	<b>D</b>	Director of Finance and Business Services	11.25am – 11.45am
9.	<b>REPORTS BY THE DIRECTOR OF MARKETING AND COMMUNICATIONS</b>	<b>E</b>	Director of Marketing and Communications	11.45am – 12noon
10.	<b>REPORT BY THE DIRECTOR OF HUMAN RESOURCES</b>	<b>F</b>	Director of Human Resources	12noon – 12.05pm

<b>11.</b>	<b>REPORTS FROM BOARD COMMITTEES</b>			12.05pm – 12.10pm
<b>11.1</b>	<b>AUDIT COMMITTEE</b> Confidential Minutes of the 28 May 2013 meeting will be reported to the June 2013 Trust Board meeting.	-	Audit Committee Chair	
<b>11.2</b>	<b>EMPATH PROGRAMME BOARD</b> Minutes of the 22 April 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>11.3</b>	<b>FINANCE AND PERFORMANCE COMMITTEE</b> Confidential Minutes of the 24 April 2013 meeting. <i>For noting</i>	<b>H</b>	Finance and Performance Committee Chairman	
<b>11.4</b>	<b>REMUNERATION COMMITTEE</b> Confidential Minutes of the 13 May 2013 meeting. <i>For noting</i>	<b>I</b>	Remuneration Committee Chair	
<b>12.</b>	<b>CORPORATE TRUSTEE BUSINESS</b>			12.10pm – 12.15pm
<b>12.1</b>	<b>CHARITABLE FUNDS COMMITTEE</b> Confidential notes of the 17 May 2013 meeting. <i>For noting</i>	<b>J</b>	Charitable Funds Committee Chairman	
<b>13.</b>	<b>ANY OTHER BUSINESS</b>	-	Chairman	12.15pm – 12.20pm
<i>Lunch break from 12.20pm to 1pm prior to commencing the public section of the meeting</i>				
<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	1pm – 1.10pm
<b>16.</b>	<b>MINUTES</b>			1.10pm – 1.15pm
	Minutes of the 25 April 2013 Trust Board meeting. <i>For approval</i>	<b>K</b>	Chairman	
<b>17.</b>	<b>MATTERS ARISING</b>			1.15pm – 1.20pm
	Matters arising/action log from the 25 April 2013 meeting. <i>For approval</i>	<b>L</b>	Chairman	
<b>18.</b>	<b>FORMAL ADOPTION OF THE ANNUAL ACCOUNTS 2012-13</b>			1.20pm – 1.40pm
<b>18.1</b>	<b>UHL STATUTORY ACCOUNTS 2012-13 AND MANAGEMENT RESPONSE TO THE ISA 260 REPORT</b> <i>For approval</i>	<b>M</b>	Director of Finance and Business Services	

18.2	<b>ANNUAL GOVERNANCE STATEMENT (AGS) 2012-13</b> <i>For assurance and approval</i>	N	Chief Executive	
18.3	<b>AUDIT COMMITTEE CONSIDERATION OF UHL'S ANNUAL ACCOUNTS AND AGS 2012-13</b>  Verbal report on the Audit Committee's consideration of the statutory accounts 2012-13 (meeting held on 28 May 2013). <i>For assurance</i>	verbal	Audit Committee Chair	
18.4	<b>LETTER OF REPRESENTATION</b> <i>For approval</i>	O	Director of Finance and Business Services	
18.5	<b>APPROVALS</b> The Trust Board is invited to:- <ul style="list-style-type: none"> <li>• note the contents of the reports in section 18;</li> <li>• approve the statutory accounts for the year ending 31 March 2013, and</li> <li>• approve the signing (<b>in non-black ink</b>) of the relevant certificates by members of the Trust Board, as follows (<i>signatories are shown in brackets</i>):-</li> </ul>	-	Identified signatories	
	<ul style="list-style-type: none"> <li>○ <b>Statement of Directors' responsibilities in respect of Internal Control</b> (<i>Chief Executive</i>);</li> <li>○ <b>Annual Governance Statement 2012-13</b> (<i>Chief Executive</i>);</li> <li>○ <b>Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust</b> (<i>Chief Executive</i>), and <b>Statement of Directors' Responsibilities in respect of the accounts</b> (<i>Chief Executive, and the Director of Finance and Business Services</i>);</li> <li>○ <b>Balance Sheet</b> (<i>Chief Executive</i>), and</li> <li>○ <b>Letter of Representation</b> (<i>Chief Executive</i>)</li> </ul>			
19.	<b>CLINICAL QUALITY AND SAFETY</b>			
19.1	<b>SAFE AND SUSTAINABLE REVIEW OF PAEDIATRIC CARDIAC SURGERY</b> <i>For discussion and assurance</i>	verbal	Director of Communications and External Relations	1.40pm – 1.45pm
19.2	<b>CONTRASTING EXPERIENCES</b> <i>For discussion and assurance</i>	P Presentation	Acting Chief Nurse	1.45pm – 2pm
19.3	<b>CQC'S NEW STRATEGY</b> <i>For discussion and assurance</i>	Q	Medical Director	2pm – 2.10pm
20.	<b>HUMAN RESOURCES</b>			
20.1	<b>LISTENING INTO ACTION – UPDATE</b>	R	Chief Executive/ Director of Human	2.10pm – 2.25pm



23.2	<b>TRUST BOARD DEVELOPMENT PROGRAMME AND CALENDAR OF BUSINESS FOR 2013-14</b> <i>For discussion and assurance</i>	<b>Z</b>	<b>Corporate and Legal Affairs</b>	3.10pm – 3.25pm
24.	<b>RISK</b>			
24.1	<b>BOARD ASSURANCE FRAMEWORK – UPDATE</b> <i>For discussion and assurance</i>	<b>AA</b>	<b>Medical Director</b>	3.25pm – 3.40pm
24.2	<b>RISK MANAGEMENT POLICY</b> <i>For approval</i>	<b>BB</b>	<b>Medical Director</b>	3.40pm – 3.50pm
25.	<b>REPORTS FROM BOARD COMMITTEES</b>			3.50pm – 3.55pm
25.1	<b>AUDIT COMMITTEE</b> Minutes of the 28 May 2013 meeting will be reported to the June Trust Board meeting. <i>For noting</i>	-	<b>Audit Committee Chair</b>	
26.	<b>CORPORATE TRUSTEE BUSINESS</b>			3.55pm – 4pm
26.1	<b>CHARITABLE FUNDS COMMITTEE</b> To receive the notes of the 17 May 2013 meeting. <i>For approval</i>	<b>CC</b>	<b>Charitable Funds Committee Chairman</b>	
27.	<b>TRUST BOARD BULLETIN – MAY 2013</b>	<b>DD</b>	-	-
28.	<b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>	-	<b>Chairman</b>	4pm – 4.20pm
29.	<b>ANY OTHER BUSINESS</b>	-	<b>Chairman</b>	4.20pm – 4.25pm
30.	<b>DATE OF NEXT MEETING</b>			
	<b>Thursday 27 June 2013</b> from 9.00am (C J Bond room, Clinical Education Centre, Leicester Royal Infirmary).	-		

Kate Rayns,  
Trust Administrator