

TRUST BOARD – 22 DECEMBER 2014

BOARD AND BOARD COMMITTEE GOVERNANCE

DIRECTOR:	Director of Corporate and Legal Affairs
AUTHOR:	Director of Corporate and Legal Affairs
DATE:	22 December 2014
PURPOSE:	(concise description of the purpose, including any recommendations) To summarise the outputs of the Trust Board development session of 13 th November 2014 and to identify recommendations to give effect formally to new governance arrangements.
PREVIOUSLY CONSIDERED BY:	(name of Committee) Trust Board Development Session 13 th November 2014
Objective(s) to which issue relates *	<input checked="" type="checkbox"/> 1. Safe, high quality, patient-centred healthcare <input checked="" type="checkbox"/> 2. An effective, joined up emergency care system <input checked="" type="checkbox"/> 3. Responsive services which people choose to use (secondary, specialised and tertiary care) <input checked="" type="checkbox"/> 4. Integrated care in partnership with others (secondary, specialised and tertiary care) <input checked="" type="checkbox"/> 5. Enhanced reputation in research, innovation and clinical education <input checked="" type="checkbox"/> 6. Delivering services through a caring, professional, passionate and valued workforce <input checked="" type="checkbox"/> 7. A clinically and financially sustainable NHS Foundation Trust <input checked="" type="checkbox"/> 8. Enabled by excellent IM&T
Please explain any Patient and Public Involvement actions taken or to be taken in relation to this matter:	N/A
Please explain the results of any Equality Impact assessment undertaken in relation to this matter:	N/A
Organisational Risk Register/ Board Assurance Framework *	<input type="checkbox"/> Organisational Risk Register <input type="checkbox"/> Board Assurance Framework <input checked="" type="checkbox"/> Not Featured
ACTION REQUIRED *	
For decision <input checked="" type="checkbox"/>	For assurance <input type="checkbox"/>
	For information <input type="checkbox"/>

- ♦ We treat people how we would like to be treated
- ♦ We do what we say we are going to do
- ♦ We focus on what matters most
- ♦ We are one team and we are best when we work together
- ♦ We are passionate and creative in our work

* tick applicable box

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT TO: TRUST BOARD

DATE: 22 DECEMBER 2014

REPORT BY: DIRECTOR OF CORPORATE AND LEGAL AFFAIRS

SUBJECT: BOARD AND BOARD COMMITTEE GOVERNANCE

1. INTRODUCTION

1.1 The Trust Board discussed Board Governance at its development session on 13th November 2014. This paper summarises the outputs of that development session and identifies recommendations for consideration and approval by the Trust Board to give effect formally to new governance arrangements.

2. TRUST BOARD AND BOARD COMMITTEE CYCLE

2.1 Dates for Trust Board meetings in 2015 have now been confirmed. The Trust Board will meet on the first Thursday of each month, with dates also confirmed for monthly Trust Board development sessions (“thinking sessions”) in 2015.

2.2 Dates for meetings in 2015 of the Integrated Finance, Performance and Investment Committee (previously, Finance and Performance Committee) and Quality Assurance Committee have also been confirmed. Work continues to finalise dates for the Audit Committee, Charitable Funds Committee and Remuneration Committee.

2.3 In setting the Trust Board and Board Committee cycle, the following aims have been borne in mind:-

- to maximise the effectiveness of the Committees;
- to reduce the amount of time taken up at Board meetings in ‘covering the same ground’;
- to create space and time in Board meetings to focus on strategic decision-making;
- to reduce the volume of paper for Board meetings.

3. BOARD COMMITTEE STRUCTURE

3.1 Following discussion and agreement at the Trust Board development session on 13th November 2014, the Trust Board is recommended to confirm the Trust Board committee structure as set out at appendix A.

3.2 The terms of reference for each of the Committees are currently under review and final versions will be submitted to the Trust Board on 8th January 2015 for formal approval.

4. BOARD COMMITTEE MEMBERSHIP

4.1 Following discussion at the Trust Board development session on 13th November 2014 and, subsequently, with the Chairman and Chief Executive, the Trust Board is recommended to confirm the membership of/attendance at Board committees as set out at appendix B.

4.2 Again, as discussed and agreed at the Trust Board development session in November 2014, all Non-Executive Directors are encouraged to attend all meetings of all Board committees. Such attendance will ensure that all Non-Executive Directors are appraised simultaneously of Board committee business and lessen the need for duplication of discussions at the Board itself.

5. IMPROVING THE QUALITY OF TRUST BOARD REPORTS

5.1 The Trust Board has entered into an agreement with Board Intelligence to work with them to improve Trust Board reports, to provide clearer visibility of performance and to support robust decision-making.

5.2 Board Intelligence will conduct an initial workshop with the Board on 8th January 2015, details of which will be confirmed separately.

5.3 The outputs of the Trust's work with Board Intelligence will include:-

- a clearer sense of the Board's key decision-making priorities over the next 12 months, documented in a refreshed Board calendar of business and providing the basis for a revised Trust Board dashboard;
- training on a suite of template reports that will make it quicker and easier for Directors to prepare high quality discussion papers for the Trust Board.

5.4 It is intended that the outputs described above will be in place as soon as possible and no later than the commencement of the 2015/16 financial year.

6. RECOMMENDATIONS

6.1 The Trust Board is recommended to:

- (a) confirm the Trust Board Committee structure as set out at appendix A;
- (b) confirm the membership of/attendance at Board Committees as set out at appendix B;
- (c) note the ongoing work with Board Intelligence as set out in section 5 of the report; and

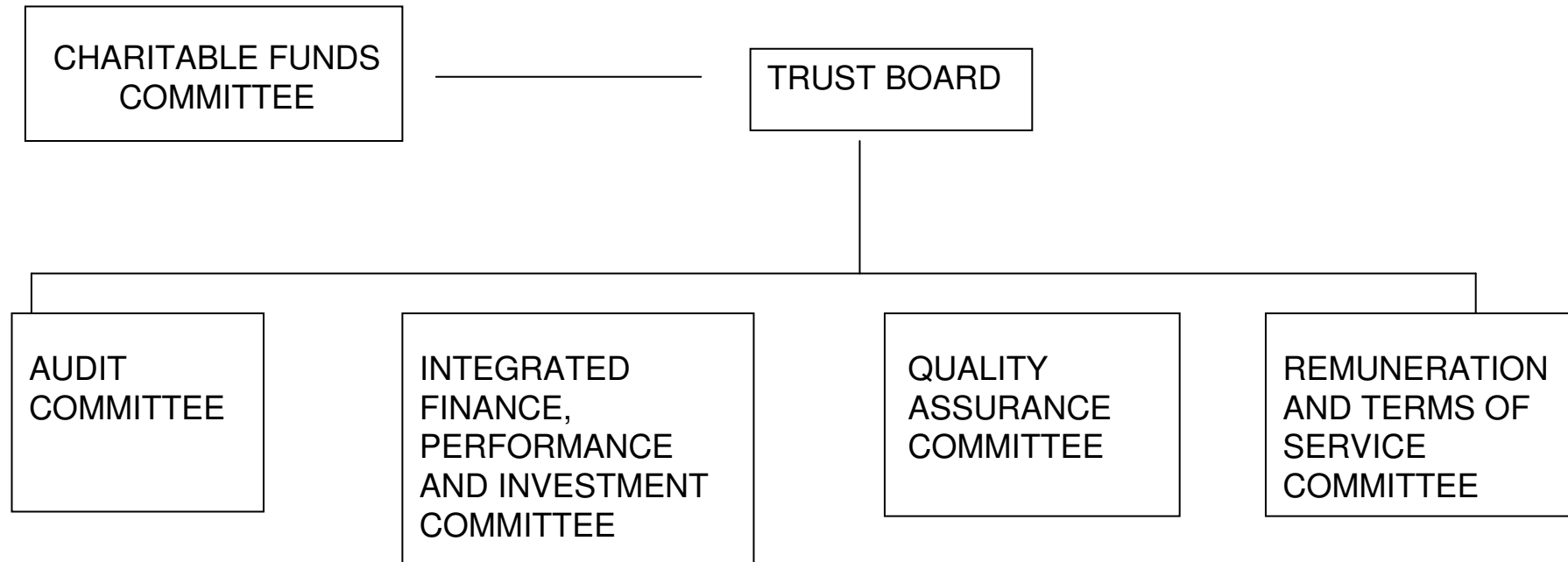
- (d) receive a further report on Board Committees' terms of reference on 8th January 2015.

Stephen Ward
Director of Corporate and Legal Affairs

16th December 2014

Appendix A - BOARD COMMITTEE STRUCTURE (2) : PROPOSED

Caring at its best



One team shared values

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MEMBERSHIP OF BOARD COMMITTEES**

	Karamjit Singh Chairman	Ian Crowe NED	Sarah Dauncey NED	Prakash Panchal NED	Martin Traynor NED	Mike Williams NED	Jane Wilson NED	David Wynford-Thomas NED	John Adler Chief Executive	Kevin Harris Medical Director	Richard Mitchell Chief Operating Officer	Rachel Overfield Chief Nurse	Kate Bradley Director of Human Resources	Kate Shields Director of Strategy	Paul Traynor Director of Finance	Stephen Ward Director of Corporate and Legal Affairs	Mark Wightman Director of Marketing and Communications
Audit Committee		√	√	√		Chair						A			A	A	
Charitable Funds Committee		√		Chair	√							√			√	A	A
Integrated Finance, Performance and Investment Committee		√	√	√	√		Chair	√			√			A	√		
Quality Assurance Committee			Chair	√			√	√	√	√		√					
Remuneration Committee	Chair	√	√	√	√	√	√	√	A				A			A	

A denotes Director is in attendance at this meeting