

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

**MEETING TO BE HELD ON THURSDAY 24 APRIL 2014 FROM 10AM IN THE C J BOND ROOM,
CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

Public meeting commences at 12noon

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 1-16).			-
2.	APOLOGIES AND WELCOME To receive apologies for absence from Professor D Wynford-Thomas, Non-Executive Director and Mr A Seddon, Director of Finance and Business Services.	-	Acting 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.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Acting Chairman and Chief Executive	10 – 10.05am
5.	CONFIDENTIAL MINUTES Confidential Minutes of the 27 March 2014 Trust Board meeting. <i>For approval</i>	A	Acting Chairman	10.05 – 10.06am
6.	MATTERS ARISING Confidential action log from the 27 March 2014 Trust Board. <i>For approval</i>	B	Acting Chairman	10.06 – 10.10am
7.	REPORT BY THE DIRECTOR OF HUMAN RESOURCES <i>Personal information, commercial interests, and prejudicial to the conduct of public affairs</i>	C	Director of Human Resources	10.10 – 10.20am
8.	REPORT BY THE MEDICAL DIRECTOR <i>Personal information, and prejudicial to the conduct of public affairs</i>	D	Medical Director	10.20 – 10.45am
9.	REPORTS BY THE INTERIM DIRECTOR OF FINANCIAL STRATEGY <i>Commercial interests</i>	E – F1	Interim Director of Financial Strategy	10.45 – 10.55am
10.	REPORTS BY THE CHIEF NURSE	G & G1	Chief Nurse	10.55 – 11.15am

	<i>Personal information, commercial interests</i>			
11.	REPORT BY THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS <i>Personal information and prejudicial to the conduct of public affairs</i>	H	Director of Corporate and Legal Affairs	11.15 – 11.20am
12.	REPORTS FROM BOARD COMMITTEES			11.20 – 11.23am
12.1	FINANCE AND PERFORMANCE COMMITTEE Confidential Minutes of the 26 March 2014 meeting for noting and endorsement of any recommendations. <i>Prejudicial to the conduct of public affairs</i>	I	Ms J Wilson, Non-Executive Director	
12.2	REMUNERATION COMMITTEE Confidential Minutes of the 27 March 2014 meeting for noting and endorsement of any recommendations. <i>Personal information and prejudicial to the conduct of public affairs</i>	J	Acting Chairman	
13.	PRIVATE TRUST BOARD BULLETIN APRIL 2014 <i>No items for noting.</i>	-		
14.	CORPORATE TRUSTEE BUSINESS			
14.1	CHARITABLE FUNDS COMMITTEE Confidential Minutes of the 14 April 2014 meeting, for noting and endorsement of any recommendations as Corporate Trustee. <i>Prejudicial to the conduct of public affairs</i>	K	Charitable Funds Committee Chair	11.23 – 11.25am
15.	ANY OTHER BUSINESS	-	Acting Chairman	11.25 – 11.30am
Comfort break until 12noon				
16.	DECLARATION OF INTERESTS	-	Acting 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.	ACTING CHAIRMAN'S AND CHIEF EXECUTIVE'S OPENING COMMENTS	-	Acting Chairman/ Chief Executive	12noon – 12.05pm
18.	MINUTES			
	Minutes of the 27 March 2014 Trust Board meeting. <i>For approval</i>	L	Acting Chairman	12.05 – 12.07pm
19.	MATTERS ARISING			
	Action log from the 27 March 2014 meeting. <i>For approval</i>	M	Acting Chairman	12.07 – 12.15pm
20.	REPORT BY THE CHIEF EXECUTIVE			
	MONTHLY UPDATE REPORT – APRIL 2014 <i>For discussion and assurance</i>	N	Chief Executive	12.15 – 12.20pm

21.	CLINICAL QUALITY AND SAFETY			
21.1	RENAL TRANSPLANT SERVICE <i>For assurance</i>	O	Medical Director	12.20 – 12.30pm
21.2	PATIENT EXPERIENCE <i>For discussion and assurance</i>	P	Chief Nurse	12.30 – 12.50pm
21.3	CQC INSPECTION REPORT AND ACTION PLAN <i>for assurance and approval</i>	Q	Chief Nurse	12.50 – 1.05pm
21.4	QUALITY COMMITMENT <i>For approval</i>	R	Chief Nurse	1.05 – 1.15pm
22.	QUALITY AND PERFORMANCE <i>For assurance</i>			
22.1	<p>MONTH 12 QUALITY, FINANCE AND PERFORMANCE REPORT <i>For assurance</i></p> <p><i>The Trust Board is invited to identify key issues for discussion at the meeting, noting the overall structure of this item as follows:-</i></p> <p><u>Quality</u></p> <p>(a) The Non-Executive Director Chair of the Quality Assurance Committee will be invited to comment verbally on the month 12 position, as considered at the meeting held on 23 April 2014 (the Minutes of which will be presented to the 29 May 2014 Trust Board);</p> <p>(b) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 12 report, specifically:-</p> <ul style="list-style-type: none"> • Chief Nurse – patient safety and quality, quality commitment, patient experience; • Medical Director – mortality rates; <p><u>Finance and Performance</u></p> <p>(c) Acting Trust Chairman to comment verbally on the month 12 position, as considered at the Finance and Performance Committee meeting held on 23 April 2014 (the Minutes of which will be presented to the 29 May 2014 Trust Board).</p> <p>(d) Lead Executive Directors will then be invited to comment by exception on their respective sections of the month 12 report, specifically:-</p> <ul style="list-style-type: none"> • Chief Operating Officer – operational performance and exception reports; • Director of Human Resources – staff appraisal, sickness absence and statutory and mandatory training compliance; • Chief Executive – information management and technology performance; • Chief Nurse – facilities management, and • Interim Director of Financial Strategy – month 12 financial position. 	S (to follow)	<p>QAC Chair</p> <p>Chief Nurse</p> <p>Medical Director</p> <p>Acting Trust Chairman</p> <p>Chief Operating Officer</p> <p>Director of Human Resources</p> <p>Chief Executive</p> <p>Chief Nurse</p> <p>Interim Director of Financial Strategy</p>	1.15 – 1.40pm

22.2	2013-14 YEAR-END FINANCIAL POSITION <i>For assurance</i>	T	Interim Director of Financial Strategy	1.40 – 1.50pm
22.3	UPDATE ON SUBMISSION OF UHL'S 2-YEAR ANNUAL OPERATING PLAN <i>For assurance</i> Also covering:- <ul style="list-style-type: none"> • 2014-15 financial plan • Capacity plan (to follow) • Workforce plan 	U	Interim Director of Financial Strategy /Director of Strategy/Director of Human Resources/Chief Operating Officer/Chief Nurse	1.50 – 2.10pm
22.4	EMERGENCY CARE PERFORMANCE AND RECOVERY PLAN <i>For discussion and assurance</i>	V	Chief Operating Officer	2.10 – 2.20pm
22.5	NHS TRUST OVER-SIGHT SELF CERTIFICATION <i>For discussion and approval</i>	W	Director of Corporate and Legal Affairs	2.20 – 2.25pm
23.	STRATEGY AND FORWARD PLANNING			
23.1	EMERGENCY FLOOR – UPDATE <i>For discussion and assurance</i>	X (to follow)	Director of Strategy	2.25 – 2.40pm
23.2	DELIVERING CARING AT ITS BEST – UPDATE <i>For discussion and assurance</i>	Y	Chief Executive	2.40 – 2.50pm
23.3	UHL-NORTHANTS CANCER ALLIANCE <i>For assurance</i>	Z	Director of Strategy	2.50 – 3pm
23.4	ESTABLISHMENT OF UHL MEMBERS' ENGAGEMENT FORUM <i>For discussion and approval</i>	AA (to follow)	Director of Marketing and Communications	3 – 3.10pm
24.	RESEARCH, DEVELOPMENT, AND EDUCATION			3.10 – 3.40pm
24.1	NIHR CRN: EAST MIDLANDS ANNUAL PLAN AND ASSURANCE FRAMEWORK 2014-15 <i>For discussion and assurance</i>	BB	Medical Director	
24.2	R&D QUARTERLY UPDATE <i>For assurance</i>	CC	Medical Director	
24.3	MEDICAL EDUCATION – QUARTERLY UPDATE INCLUDING THE QUALITY DASHBOARD <i>For assurance</i>	DD	Medical Director	
25.	RISK			
	BOARD ASSURANCE FRAMEWORK – UPDATE <i>For discussion and assurance</i>	EE	Chief Nurse	3.40 – 3.50pm
26.	REPORTS FROM BOARD COMMITTEES			3.50 – 3.53pm
26.1	AUDIT COMMITTEE Minutes of the 15 April 2014 meeting will be submitted to the May 2014 Trust Board.			
26.2	FINANCE AND PERFORMANCE COMMITTEE Minutes of the 26 March 2014 meeting for noting and endorsement of any recommendations.	FF	Acting Chairman	
27.	TRUST BOARD BULLETIN – APRIL 2014	GG	-	-

28.	CORPORATE TRUSTEE BUSINESS			
28.1	CHARITABLE FUNDS COMMITTEE Minutes of the 14 April 2014 meeting, for noting and endorsement of any recommendations as Corporate Trustee.	HH	Charitable Funds Committee Chair	3.53 – 3.55pm
29.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING		Acting Chairman	3.55 – 4.10pm
30.	ANY OTHER BUSINESS		Acting Chairman	4.10 – 4.15pm
31.	DATE OF NEXT MEETING			
	The next Trust Board meeting will be held on Thursday 29 May 2014 from 9.30am in Seminar Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.	-		

Helen Stokes
Senior Trust Administrator