

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**MEETING TO BE HELD ON THURSDAY 1 SEPTEMBER 2016 FROM 9AM IN THE C J BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

**Public meeting commences at 9am**

**AGENDA**

*Please take papers as read*

| Item no.             | Item  | Paper ref: | Lead             | Indicative timing |
|----------------------|---|------------|------------------|-------------------|
| 1.                   | <b>APOLOGIES AND WELCOME</b>  | -          | Chairman         |                   |
|                      | To receive apologies for absence, including Col (Ret'd) I Crowe Non-Executive Director and Mr M Traynor Non-Executive Director.   |            |                  | -                 |
| 2.                   | <b>DECLARATIONS 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. |            |                  | -                 |
| 3.                   | <b>MINUTES</b>  |            |                  | -                 |
|                      | Minutes of the 4 August 2016 Trust Board meeting.<br><i>For approval</i>  | A          | Chairman         | -                 |
| 4.                   | <b>MATTERS ARISING</b>  |            |                  |                   |
|                      | Action log from the 4 August 2016 meeting.<br><i>For approval</i>   | B          | Chairman         | 9am – 9.05am      |
| 5.                   | <b>CHAIRMAN'S MONTHLY REPORT SEPTEMBER 2016</b><br><i>For discussion</i>  | C          | Chairman         | 9.05am – 9.15am   |
| 6.                   | <b>CHIEF EXECUTIVE'S MONTHLY REPORT SEPTEMBER 2016</b> <i>For discussion</i>  | D          | Chief Executive  | 9.15am – 9.30am   |
| 7.                   | <b>KEY ISSUES FOR DECISION/DISCUSSION</b>   |            |                  |                   |
| 7.1                  | <b>PATIENT STORY</b> <i>for discussion</i>  | E          | Chief Nurse      | 9.30am – 9.50am   |
| 7.2                  | <b>EAST MIDLANDS CONGENITAL HEART CENTRE UPDATE</b> <i>for discussion and assurance</i>   | verbal     | Chief Executive  | 9.50am – 10.05am  |
| 8.                   | <b>RISK MANAGEMENT</b>  |            |                  |                   |
| 8.1                  | <b>INTEGRATED RISK REPORT</b> <i>for discussion and assurance</i>   | F          | Medical Director | 10.05am – 10.20am |
| <i>Comfort break</i> |   |            |                  |                   |
| 9.                   | <b>STRATEGY</b>   |            |                  |                   |

|            |   |          |   |                   |
|------------|---|----------|---|-------------------|
| 9.1        | <b>UHL RECONFIGURATION PROGRAMME</b> <i>for discussion and assurance</i>  | <b>G</b> | <b>Chief Financial Officer</b>                                    | 10.25am – 10.35am |
| 9.2        | <b>LLR BETTER CARE TOGETHER PROGRAMME UPDATE</b> <i>for discussion and assurance</i>  | <b>H</b> | <b>Director of Marketing and Communications</b>                   | 10.35am – 10.45am |
| <b>10.</b> | <b>EDUCATION, TRAINING AND RESEARCH</b>   |          |   |                   |
| 10.1       | <b>EAST MIDLANDS CLINICAL RESEARCH NETWORK 2016-17 QUARTER 1 UPDATE</b> <i>for discussion and assurance</i>   | <b>I</b> | <b>Medical Director (EMCRN Chief Operating Officer to attend)</b> | 10.45am – 10.55am |
| 10.2       | <b>MULTIPROFESSIONAL EDUCATION AND TRAINING 2016-17 QUARTER 1 UPDATE</b> <i>for assurance and approval</i>  | <b>J</b> | <b>Medical Director/ Chief Nurse</b>                              | 10.55am – 11.05am |
| <b>11.</b> | <b>QUALITY AND PERFORMANCE</b>  |          |   |                   |
| 11.1       | <b>QUALITY ASSURANCE COMMITTEE (QAC)</b><br>To receive the summary of the issues considered at the 25 August 2016 meeting for information and noting, including the Freedom 2 Speak Up arrangements (for approval). Formal minutes of that meeting will be submitted to the 6 October 2016 Trust Board. | <b>K</b> | <b>Mr A Johnson, Non-Executive Director</b>                       | 11.05am – 11.10am |
| 11.2       | <b>INTEGRATED FINANCE, PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b><br>To receive the summary of the issues considered at the 25 August 2016 meeting for information and noting. Formal minutes of that meeting will be submitted to the 6 October 2016 Trust Board.                                | <b>L</b> | <b>Mr R Moore, Non-Executive Director</b>                         | 11.10am – 11.15am |
| 11.3       | <b>2016-17 FINANCIAL PERFORMANCE – JULY 2016</b> <i>for discussion and assurance</i>  | <b>M</b> | <b>Chief Financial Officer</b>                                    | 11.15am – 11.20am |
| 11.4       | <b>EMERGENCY CARE PERFORMANCE</b> <i>for discussion and assurance</i><br>The Trust Chairman will absent himself from any detailed discussion on the Urgent Care Centre and has not received that section of the report.   | <b>N</b> | <b>Chief Operating Officer</b>                                    | 11.20am – 11.35am |
| <b>12.</b> | <b>PATIENT AND PUBLIC INVOLVEMENT AND ENGAGEMENT (PPI)</b>  |          |   |                   |
| 12.1       | <b>PATIENT AND PUBLIC INVOLVEMENT 2016-17 QUARTER 1 UPDATE</b> <i>for discussion and assurance</i>  | <b>O</b> | <b>Director of Marketing and Communications</b>                   | 11.35am – 11.45am |
| <b>13.</b> | <b>REPORTS FROM BOARD COMMITTEES</b>  |          |   | 11.45am – 11.50am |
| 13.1       | <b>QUALITY ASSURANCE COMMITTEE (QAC)</b><br>To receive the 28 July 2016 QAC Minutes for noting and endorsement of any recommendations.  | <b>P</b> | <b>Mr A Johnson Non-Executive Director</b>                        |                   |
| 13.2       | <b>INTEGRATED FINANCE PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b><br>To receive the 28 July 2016 IFPIC Minutes for noting and endorsement of any recommendations.  | <b>Q</b> | <b>Mr R Moore Non-Executive Director</b>                          |                   |
| <b>14.</b> | <b>CORPORATE TRUSTEE BUSINESS</b>   |          |   |                   |

|      |  |                  |   |                   |
|------|--|------------------|---|-------------------|
| 14.1 | <b>CHARITABLE FUNDS COMMITTEE</b><br>To receive the 4 August 2016 CFC Minutes for noting and endorsement of any recommendations.   | R                |   | 11.50am – 11.55am |
| 15.  | <b>TRUST BOARD BULLETIN – SEPTEMBER 2016</b>   | S                | -                                       | -                 |
| 16.  | <b>QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING</b>   | -                | Chairman                                | 11.55am – 12.05pm |
| 17.  | <b>ANY OTHER BUSINESS</b>  | -                | Chairman                                | 12.05pm – 12.10pm |
| 18.  | <b>DATE OF NEXT MEETING</b>  | -                |   |                   |
|      | <p>The <b>Trust’s Annual Public Meeting</b> for 2016 will be held on <b>Thursday 8 September 2016</b> from <b>6.30pm</b> at <b>The Big Shed, Freeman’s Common, Leicester LE2 7SR</b>. A Health and Information Fair will take place in the same venue on that day from 4pm – 6pm (everyone welcome).</p> <p>A private <b>extraordinary Trust Board</b> meeting will be held on <b>Thursday 8 September 2016</b> from <b>9am – 11am</b> at the University of Leicester.</p> <p>The next <b>Trust Board meeting</b> will be held on <b>Thursday 6 October 2016</b> from <b>9am</b> in rooms A &amp; B, Education Centre, Leicester General Hospital.</p> |                  |   |                   |
| 19.  | <b>EXCLUSION OF THE PRESS AND PUBLIC</b><br>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 20 - 26).   |                  |   |                   |
| 20.  | <b>DECLARATIONS OF INTERESTS</b><br>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.   |                  |   |                   |
| 21.  | <b>CONFIDENTIAL MINUTES</b><br>To receive the confidential Minutes of the 4 August 2016 Trust Board meeting. <i>For approval</i>   | T<br>(to follow) | Chairman                                | -                 |
| 22.  | <b>MATTERS ARISING</b><br>Confidential action log from the 4 August 2016 Trust Board. <i>For approval</i>  | U                | Chairman                                | 12.10pm – 12.15pm |
| 23.  | <b>REPORT FROM THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS</b>   | V                | Director of Corporate and Legal Affairs | 12.15pm – 12.25pm |
| 24.  | <b>REPORTS FROM BOARD COMMITTEES</b>   |                  |   | 12.25pm – 12.35pm |
| 24.1 | <b>QUALITY ASSURANCE COMMITTEE (QAC)</b><br>To receive the confidential 28 July 2016 QAC Minutes for noting and endorsement of any recommendations.  | W                | Mr A Johnson<br>Non-Executive Director  |                   |

|            |  |                          |  |                      |
|------------|--|--------------------------|--|----------------------|
| 24.2       | <b>INTEGRATED FINANCE PERFORMANCE AND INVESTMENT COMMITTEE (IFPIC)</b><br>To receive the confidential 28 July 2016 IFPIC Minutes for noting and endorsement of any recommendations, and the confidential summary of the 25 August 2016 IFPIC (formal Minutes to be submitted to the 6 October 2016 Trust Board). | <b>X &amp; X1</b>        | <b>Mr R Moore<br/>Non-Executive<br/>Director</b> |                      |
| <b>25.</b> | <b>CORPORATE TRUSTEE BUSINESS</b>  |                          |  | 12.35pm –<br>12.40pm |
| 25.1       | <b>CHARITABLE FUNDS COMMITTEE</b><br>To receive the confidential Minutes of the 4 August 2016 CFC for noting and endorsement of any recommendations.   | <b>Y<br/>(to follow)</b> | <b>CFC Chair</b>                                 |                      |
| <b>26.</b> | <b>ANY OTHER BUSINESS</b>  |                          | <b>Chairman</b>                                  | 12.40pm –<br>12.45pm |

Helen Stokes  
Senior Trust Administrator