

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

Trust Board Bulletin – 1 September 2016

The following reports are attached to this Bulletin as an item for noting, and are circulated to UHL Trust Board members and recipients of public Trust Board papers accordingly:-

- **2016-17 quarter 1 Trust sealings** – Lead contact point Mr S Ward, Director of Corporate and Legal Affairs (0116 258 8721) – **paper 1**, and
- **List of proposed 2017 Trust Board and Trust Board Committee dates**
- Lead contact point Mr S Ward, Director of Corporate and Legal Affairs (0116 258 8721) – **paper 2**.

It is intended that these papers will not be discussed at the formal Trust Board meeting on 1 September 2016, unless members wish to raise specific points on the reports.

This approach was agreed by the Trust Board on 10 June 2004 (point 7 of paper Q). Any queries should be directed to the specified lead contact point in the first instance. In the event of any further outstanding issues, these may be raised at the Trust Board meeting with the prior agreement of the Chairman.

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT TO: TRUST BOARD
DATE: 1 September 2016
REPORT BY: DIRECTOR OF CORPORATE AND LEGAL AFFAIRS
SUBJECT: SEALING OF DOCUMENTS

1. The Trust's Standing Orders (Standing Order 12) set out the approved arrangements for custody of the Trust's seal and the sealing of documents.
2. Appended to this report is a table setting out details of the Trust sealings for the 2015-16 financial year to date (by quarter).
3. The Trust Board is invited to receive and note this information.
4. Reports on Trust sealings will continue to be submitted to the Trust Board on a quarterly basis.

Stephen Ward
Director of Corporate and Legal Affairs

List of Trust Sealings for Quarter 1, 2016/17

Date of Sealing	Nature of Document	Sealed by	Remarks
18/05/16	Deed of Agreement between (1) UHL and (2) Charter Commercial Windows and Doors Limited for Replacement Windows in the Windsor Building at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) Brown & Shaw (Builders) Limited for Refurbishment of Circulation Areas in Imaging Department at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) B&A Construction Limited for Refurbishment of Ward 10 at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) B&A Construction (Leicester) Limited for Refurbishment of Ward 19 at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) Harrabin Construction Limited regarding New Modular Building at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) DGM Builders Limited for Refurbishment of Jarvis Building at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) E Manton Limited for reconfiguration of the Odames Ward at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) Electract Limited for Low Voltage Network Upgrade at Balmoral Building at LRI.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.
18/05/16	Deed of Agreement between (1) UHL and (2) Harrabin Construction Limited for refurbishment of disused LINAC area.	Chairman/Assistant Director of Corporate and Legal Affairs	Originals left with David Finch in Facilities Office, LRI.

University Hospitals of Leicester NHS Trust - Proposed Key Trust Board & Board Committee meeting dates for 2017

Trust Board	Audit Committee	Charitable Funds Committee	Trust Board Thinking Days	Integrated Finance, Performance and Investment Committee	Quality Assurance Committee
Formal meeting from 9am to 1pm	2pm to 4pm <i>same venue as TB</i>	2pm to 4pm <i>same venue as TB</i>	From 9am to 3.30pm <i>usually the Board Room LRI</i>	From 9am to 1pm <i>Board Room LRI</i>	From 1pm to 4pm <i>Board Room LRI</i>
Thursday 5 January 2017 (LGH)	Thursday 5 January 2017	-	Thursday 12 January 2017	Thursday 26 January 2017	Thursday 26 January 2017
Thursday 2 February 2017 (Glenfield Hospital)	-	Thursday 2 February 2017	Thursday 9 February 2017	Thursday 23 February 2017	Thursday 23 February 2017
Thursday 2 March 2017 (LGH)	Thursday 2 March 2017	-	Thursday 10 March 2017	Thursday 30 March 2017	Thursday 30 March 2017
Thursday 6 April 2017 (LRI)	-	Thursday 6 April 2017	Thursday 13 April 2017	Thursday 27 April 2017	Thursday 27 April 2017
Thursday 4 May 2017 (Glenfield Hospital)	Wednesday 24 May 2017 (LRI)	-	Thursday 11 May 2017	Thursday 25 May 2017	Thursday 25 May 2017
Thursday 1 June 2017 (LRI)	-	Thursday 1 June 2017	Thursday 8 June 2017	Thursday 29 June 2017	Thursday 29 June 2017
Thursday 6 July 2017 (Glenfield Hospital)	Thursday 6 July 2017	-	Thursday 13 July 2017	Thursday 27 July 2017	Thursday 27 July 2017
Thursday 3 August 2017 (LGH)	-	Thursday 3 August 2017	Thursday 10 August 2017	Thursday 31 August 2017	Thursday 31 August 2017
Thursday 7 September 2017 (LRI)	Thursday 7 September 2017	-	Thursday 14 September 2017	Thursday 28 September 2017	Thursday 28 September 2017
Thursday 5 October 2017 (LGH)	-	Thursday 5 October 2017	Thursday 12 October 2017	Thursday 26 October 2017	Thursday 26 October 2017
Thursday 2 November 2017 (Glenfield Hospital)	Thursday 2 November 2017	-	Thursday 9 November 2017	Thursday 30 November 2017	Thursday 30 November 2017
Thursday 7 December 2017 (LRI)	-	Thursday 7 December 2017	Thursday 14 December 2017	Thursday 21 December 2017 (note 2)	Thursday 21 December 2017 (note 1)

Notes

Note 1 IFPIC and QAC meeting dates in December 2017 brought forward by one week to avoid the Christmas holiday period