

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

MEETING TO BE HELD ON THURSDAY 5 SEPTEMBER 2019 FROM 9AM IN SEMINAR ROOMS A AND B IN THE EDUCATION CENTRE AT LEICESTER GENERAL HOSPITAL

Public meeting commences at 9am

AGENDA

***** Please note the venue for this meeting and take the papers as read *****

Item no.	Item	Paper ref:	Lead	Indicative timing
1.	APOLOGIES AND ANNOUNCEMENTS	-	Chairman	
	To receive any apologies for absence, including those from Professor P Baker, Non-Executive Director; Ms C Fox, Chief Nurse and Mr A Furlong, Medical Director.			-
2.	DECLARATIONS OF INTERESTS	-	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.	MINUTES			-
	To confirm the Minutes of the 1 August 2019 Trust Board meeting. <i>For approval</i>	A	Chairman	-
4.	MATTERS ARISING			9am – 9.05am
	Action log from the Trust Board meeting. <i>For approval</i>	B	Chairman	
FOR EXPLORATION				
5.	KEY ISSUES FOR DISCUSSION/DECISION			
5.1	PATIENT STORY – ORGAN DONATION	C (to follow)	Deputy Medical Director (on behalf of the Medical Director)	9.05am – 9.20am
5.2	CHAIRMAN'S MONTHLY REPORT SEPTEMBER 2019	D	Chairman	9.20am – 9.30am
5.3	CHIEF EXECUTIVE'S MONTHLY REPORT SEPTEMBER 2019	E	Chief Executive	9.30am – 9.40am
5.4	BECOMING THE BEST – IMPROVEMENT STRATEGY	F (to follow)	Chief Executive	9.40am – 10am
FOR NAVIGATION				
6.	ITEMS FOR ASSURANCE			
6.1	RESPONSIBLE OFFICER ANNUAL REPORT 2018/19 AND STATEMENT OF COMPLIANCE	G	Deputy Medical Director (on behalf of the Medical Director)	10am – 10.10am
6.2	EMERGENCY PREPAREDNESS RESILIENCE AND RESPONSE (EPRR) ANNUAL REPORT 2018/19 AND NHSE CORE STANDARDS SELF-ASSESSMENT	H	Chief Operating Officer	10.10am – 10.20am
6.3	RESEARCH AND INNOVATION QUARTERLY UPDATE	I	Deputy Medical Director (on behalf of the Medical Director)	10.20am – 10.30am

			Director)	
6.4	MULTI-PROFESSIONAL EDUCATION QUARTERLY UPDATE	J	Deputy Medical Director/Deputy Chief Nurse	10.30am – 10.40am
<i>10 minute comfort break</i>				
6.5	REPORTS FROM BOARD COMMITTEES			
6.5.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the summary of the issues considered at the 29 August 2019 meeting for information, and approve any recommended items (including the Learning from Deaths quarterly update). Formal minutes of that meeting will be submitted to the 3 October 2019 Trust Board.	K	QOC Non-Executive Director Chair	10.50am – 10.55am
6.5.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the summary of the issues considered at the 29 August 2019 meeting for information, and approve any recommended items. Formal minutes of that meeting will be submitted to the 3 October 2019 Trust Board.	L	PPPC Non-Executive Director Chair	10.55am – 11am
6.5.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the summary of the issues considered at the 29 August 2019 meeting for information, and approve any recommended items (including the East Midlands Congenital Heart Centre Full Business Case). Formal minutes of that meeting will be submitted to the 3 October 2019 Trust Board. The financial performance report for month 4 is also appended to the FIC summary, and will be introduced separately by the Chief Financial Officer.	M M1	FIC Non-Executive Director Chair Chief Financial Officer	11am – 11.15am
6.6	CORPORATE TRUSTEE BUSINESS			
6.6.1	CHARITABLE FUNDS COMMITTEE (CFC) To receive the Minutes of the 1 August 2019 CFC and approve any recommended items.	N (to follow)	CFC Non-Executive Director Chair	11.15am – 11.20am
7.	ITEMS FOR NOTING			
7.1	LEICESTER, LEICESTERSHIRE AND RUTLAND SYSTEM LEADERSHIP TEAM MINUTES	O	Chief Executive	-
7.2	TRUST BOARD MEETING DATES JANUARY 2020 – MARCH 2021	P	Chairman	-
7.3	REPORTS FROM BOARD COMMITTEES	Q1-Q3		11.20am – 11.25am
7.3.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the 25 July 2019 QOC Minutes, noting that any recommendations were approved through the meeting summary presented to the 1 August 2019 Trust Board.	Q1	QOC Non-Executive Director Chair	
7.3.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the 25 July 2019 PPPC Minutes, noting that any recommendations were approved through the meeting summary presented to the 1 August 2019 Trust Board.	Q2	PPPC Non-Executive Director Chair	
7.3.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 25 July 2019 FIC Minutes, noting that any recommendations were approved through the meeting summary presented to the 1 August 2019 Trust Board.	Q3	FIC Non-Executive Director Chair	
8.	QUESTIONS FROM THE PUBLIC RELATING TO BUSINESS TRANSACTED AT THIS MEETING	-	Chairman	11.25am – 11.30am
9.	ANY OTHER BUSINESS	-	Chairman	11.30am – 11.35am

10.	DATE OF NEXT MEETING	-	-	-
	The next Trust Board meeting will be held on Thursday 3 October 2019 from 9am in Seminar Rooms 2 and 3 in the Clinical Education Centre at Glenfield Hospital .	-	Chairman	
11.	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 12-18).	-	-	-
12.	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.	-	Chairman	-
13.	CONFIDENTIAL MINUTES To confirm the confidential Minutes of the 1 August 2019 Trust Board meeting. <i>for approval</i>	R	Chairman	-
14.	MATTERS ARISING Confidential action log from the Trust Board. <i>for approval</i>	S	Chairman	11.35am – 11.40am
FOR EXPLORATION				
15.	KEY ISSUES FOR DISCUSSION/DECISION			
15.1	CONFIDENTIAL REPORT BY THE CHIEF FINANCIAL OFFICER	T	Chief Financial Officer	11.40am – 11.50pm
FOR NAVIGATION				
16.	ITEMS FOR ASSURANCE			
16.1	REPORTS FROM BOARD COMMITTEES	U1 –U4		11.50pm – 12noon
16.1.1	QUALITY AND OUTCOMES COMMITTEE (QOC) To receive the confidential summary of the 29 August 2019 QOC and approve any recommended items. Formal Minutes to be submitted to the 3 October 2019 Trust Board.	U1	QOC Non-Executive Director Chair	
16.1.2	PEOPLE PROCESS AND PERFORMANCE COMMITTEE (PPPC) To receive the confidential summary of the 29 August 2019 PPPC and approve any recommended items. Formal Minutes to be submitted to the 3 October 2019 Trust Board.	U2	PPPC Non-Executive Director Chair	
16.1.3	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the confidential summary of the 29 August 2019 FIC and approve any recommended items. Formal Minutes to be submitted to the 3 October 2019 Trust Board.	U3	FIC Non-Executive Director Chair	
16.1.4	REMUNERATION COMMITTEE To receive the Minutes of the Remuneration Committee meeting held on 8 August 2019.	U4	Chairman	
16.2	CORPORATE TRUSTEE BUSINESS			
16.2.1	CONFIDENTIAL REPORT BY THE DIRECTOR OF STRATEGY AND COMMUNICATIONS	V	Director of Strategy and Communications	12noon – 12.15pm

16.2.2	CHARITABLE FUNDS COMMITTEE (CFC) To receive the confidential Minutes of the 1 August 2019 CFC and approve any recommended items.	W (to follow)	CFC Non-Executive Director Chair	12.15pm – 12.20pm
17.	ITEMS FOR NOTING			
17.1	REPORTS FROM BOARD COMMITTEES			
17.1.1	FINANCE AND INVESTMENT COMMITTEE (FIC) To receive the 25 July 2019 FIC confidential Minutes (noting that any recommendations were approved through the meeting summary presented to the 1 August 2019 Trust Board).	X	FIC Non-Executive Director Chair	
18.	ANY OTHER BUSINESS	-	Chairman	12.20pm – 12.25pm

Kate Rayns
Corporate and Committee Services Officer