

**TRUST BOARD**

**EXTRAORDINARY VIRTUAL MEETING TO BE HELD ON MONDAY 24 JUNE 2024  
FROM 3PM UNTIL 4PM**

**AGENDA**

Item No:	Item:	Paper ref:	Lead:	Purpose of report:	Timing:
<b>1</b>	<b>Formalities: to declare the meeting open, quorate and called in accordance with Standing Orders</b>				
1.1	Welcome and apologies for absence including those from Ms J Hogg, Chief Nurse, Mr A Furlong, Medical Director and Mr A Moore, Non-Executive Director.	Verbal	J MacDonald Chair	For noting	
1.2	<p><b>Confirmation of Quoracy</b></p> <p>To confirm whether the meeting is quorate. The quorum for Trust Board meetings is at least one-third of the whole number of Directors are present (i.e., four members) including at least one Executive Director and one Non-Executive Director. An Officer in attendance for an Executive Director but without formal acting up status may not count towards the quorum.</p> <p><i>If the meeting is not quorate, then a decision will be taken by the Director of Corporate and Legal Affairs as to whether the meeting can still proceed. If it proceeds, all decisions will be recommended ones.</i></p>				
1.3	Declarations of Interest	Verbal	J MacDonald Chair	For noting	3.00pm
1.4	To note that the Trust Board Minutes of 13 June 2024 and associated Matters Arising Report will be submitted to the next ordinary meeting of the Trust Board to be held on Thursday 11 July 2024.				
<b>2</b>	<b>Decisions for the Trust Board:</b>				
2.1	<p>Annual Report and Accounts 2023/24:</p> <ul style="list-style-type: none"> <li>Introduction by the Deputy Director of Finance (Financial Management)</li> <li>2023/24 Annual Accounts including Letter of Representation (A1)</li> <li>2023/24 Annual Report &amp; Annual Governance Statement (A2)</li> <li>Draft Annual Auditors Report (A3)</li> <li>Draft UHL Opinion (A4)</li> </ul> <p>Verbal report from the Audit Committee Non-Executive Director Chair</p>	<p>Papers A1 – A4</p> <p>To follow</p> <p>Verbal</p>	<p>S Linthwaite, Deputy Director of Finance (Financial Management)</p> <p>B Cassidy, Director of Corporate and Legal Affairs</p> <p>KPMG (the Trust's External Auditor)</p> <p>D Moon, Audit Committee NED Chair</p>	For approval	3.00pm
2.2	Standing Orders, Standing Financial Instructions and Scheme of Delegation – annual update	B	B Cassidy, Director of Corporate and Legal Affairs	For approval	3.50pm
<b>3.</b>	<b>Any Other Business</b>				
<b>4.</b>	<b>Date of Next Meeting</b>				



Item No:	Item:	Paper ref:	Lead:	Purpose of report:	Timing:
	The next Trust Board meeting will be held on Thursday 11 July 2024 at 1.30pm in Seminar Rooms 2&3, Clinical Education Centre, Glenfield Hospital				

Matthew Reeves

**Corporate and Committee Services Officer**