

**THURSDAY 20 MAY 2021 AT 2.00 pm**  
**Via Microsoft Teams**  
**PUBLIC BOARD**  
**AGENDA**

**Covid-19 Update** - In light of the Government restrictions to groups of people meeting, this meeting will take place virtually. Members of the public will join this meeting by requesting access via information on the Trusts website via Jo.Bray@nhs.net

The agenda and papers are made available on our website and in due course the minutes of this meeting will be published.

All items listed (Blue Box), in blue text, are to be received for information/assurance and no discussion time has been allocated within the agenda

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.00	1	<b>Welcome and Introductions:</b> Nell Thornton, Senior Delivery and Business Manager, Leeds Academic Health Partnership,	Information	Linda Pollard	-
	2	<b>Apologies for Absence</b>	Information	Linda Pollard	-
	3	<b>Declarations of Interest</b>	Governance	Linda Pollard	-
2.05	4	<b>Patient Experience Story;</b> <a href="https://www.youtube.com/watch?v=jqJQSy5ZPSU">https://www.youtube.com/watch?v=jqJQSy5ZPSU</a>	Information	Lisa Grant	Video
2.15		<b>Staff Story;</b> Speaking up!	Information	Jenny Lewis Joe Cohen	Video
2.25	5	<b>Draft Minutes of the Last Meetings</b> 25 March 2021	Approval	Linda Pollard	5
	6	<b>Matters Arising</b> <i>No items</i>	-	-	-
	7	<b>Review of Action Tracker</b> <i>No items to report</i>	Governance	Linda Pollard	-
2.30	8	<b>Chair's Report</b> <i>(Endorse Chairs action for approvals)</i>	Receive, note & endorse	Linda Pollard	8

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.35	9.1	<b>Chief Executive's Report</b> <i>(Endorse consultant appointments)</i>	Receive & Approve	Julian Hartley	9.1
	10	<b>Minutes of meetings</b>			
2.40	10.1(i)	<b>Quality Assurance Committee</b> Chairs Report 8 April 2021	Assurance	Laura Stroud	10.1(i)
	10.1(ii)	Annual Report - HCAI	Assurance	Lisa Grant	10.1(ii)
	10.1(iii)	Q3 Report on Learning from Deaths	Assurance	Dr Phil Wood	10.1(iii)
2.45	10.2	<b>R&amp;I Committee</b> Chairs Report 11 May 2021	Assurance	Dr Phil Wood	Verbal
2.50	10.3	<b>DIT Committee</b> Chairs Report 14 May 2021	Assurance	Jas Narang	Verbal
2.55	10.4	<b>Workforce Committee</b> Chairs Report 4 May 2021	Assurance	Tom Keeney	10.4
3.00	10.5	<b>Audit Committee</b> Chairs Report 6 May 2021	Assurance	Suzanne Clark	10.5
3.05	10.6	<b>Committee Annual Reports</b> <i>Reporting assurance against work plans for 2020/21, seeking Board approval for work plans for 2021/22 and amendments to Terms of Reference as summarised in item 14.6</i>	Assurance & Approval	Suzanne Clark	10.6a
	10.6 b-g	a) Audit Committee b) Finance & Performance c) Quality Assurance d) Workforce e) DIT f) Research & Innovation g) Risk Management			10.6 b-g
	11	<b>Risk</b>			
3.10	11.1	Corporate Risk Register	Assurance	Julian Hartley	11.1
3.15	11.2	Board Assurance Framework (Bi Annual)	Assurance	Julian Hartley	11.2
3.20	11.3	Risk Appetite Framework <a href="http://flipbooks.leedsth.nhs.uk/20210225001/">http://flipbooks.leedsth.nhs.uk/20210225001/</a>	Information & Assurance	Julian Hartley	Flipbook
	11.4	Health & Safety Annual Report	Assurance	Julian Hartley	11.4
	12	<b>Quality and Performance</b>			
3.25	12.1	Vaccination Programme	Assurance	Dr Phil Wood	12.1

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
3.30	<b>Comfort Break</b>				
3.35	12.2	Integrated Quality & Performance Report	Assurance	Executive Team	12.2
4.15	12.3(i)	Nursing & Midwifery Quality & Safety Staffing Report (Appendix for full annual report)	Assurance	Lisa Grant	12.3(i)
	12.3(ii)	Supplementary Information Quality & Safety Staffing Report	Assurance	Lisa Grant	12.3(ii)
	<b>13</b>	<b>Strategy and Planning</b>			
4.20	13.1	Building the Leeds Way	Information	Simon Worthington	13.1
4.25	13.2	Planning Guidance	Assurance	Simon Worthington	13.2
	<b>14</b>	<b>Governance and Regulation</b>			
4.35	14.1	Guardians of Safe Working Annual Report	Assurance	Louise Buchanan/ Rosalind Roden	14.1 presentation
4.45	14.2	Freedom to Speak Up Annual Report	Assurance	Joe Cohen	14.2
4.50	14.3	Self-Certification to the Provider Licence	Approval	Julian Hartley	14.3
4.55	14.4	Annual Update on Compliance with Fit & Proper Person Test	Self-Certification	Jo Bray Full Board	14.4
5.00	14.5	Code of Conduct and Nolan Principles	Endorsement	Full Board	14.5
5.05	14.6	Amendments to Committee - Terms of Reference	Approval	Jo Bray	14.6
	<b>15</b>	<b>Items for Information</b>			
	15.1	Forward Planner	Information	Linda Pollard	15.1
	<b>16</b>	<b>Standing Agenda Items</b>			
		<b>Risk</b> <i>Consideration of any issues to escalate to Corporate Risk Register, reflections on Risk Appetite and working within our defined tolerances</i> <a href="http://flipbooks.leedsth.nhs.uk/20210225001/">http://flipbooks.leedsth.nhs.uk/20210225001/</a> <b>Legal Advice</b>	Discussion	Linda Pollard	-

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
		<i>Consideration of any issues from the meeting</i>			
		<b>CQC or NHS England/ Improvement</b> <i>Any issues to be reported</i>			
5.15	<b>17</b>	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.20	<b>18</b>	Any Other Business	Discussion / Information	Linda Pollard	-
	<b>19</b>	<b>Date of Next Meeting</b>			
The next formal Board meeting will take place on Thursday 29 July 2021					

<b>Additional information (Blue Box)</b>		
10.1(ii) 10.1(iii)	Annual Report - HCAI Q3 Report on Learning from Deaths	Lisa Grant Dr Phil Wood
10.6	Committee Annual Reports a) Audit Committee b) Finance & Performance c) Quality Assurance d) Workforce e) DIT f) Research & Innovation g) Risk Management	Suzanne Clark Gillian Taylor Laura Stroud Tom Kenney Jas Narang Dr Phil Wood
11.4	Health & Safety Annual Report	Julian Hartley
12.3(ii)	Supplementary Information Quality & Safety Staffing Report	Lisa Grant
15.1	Forward Planner	Linda Pollard

*The Trust Board will hold a private workshop during the morning of the day of Board meetings, in keeping with (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960), press and other members of the public are excluded from this meeting, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.*

Board meetings of Leeds Teaching Hospitals NHS Trust are public meetings held in public. Any member of the public can raise questions regarding the content of the Board meeting. However questions need to be submitted at least three days prior to the meeting, in writing. To: Jo Bray, Company Secretary, Leeds Teaching Hospitals NHS Trust, Trust Headquarters, St James's University Hospital, Beckett Street, Leeds, LS9 7TF, or by email to: [jo.bray@nhs.net](mailto:jo.bray@nhs.net)