

THURSDAY 21 MAY 2020

Start: 1.30pm

**PUBLIC BOARD
AGENDA**

Meeting to take place via Microsoft Teams

Covid-19 Update - In light of the Government restrictions to groups of people meeting, this meeting will take place virtually and therefore will not be open to members of the public at this time.

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

There will be no discussion for items with red shading (except by escalation)

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
1.30	1	Welcome and Introductions Dr Phil Wood, CMO	Information	Linda Pollard	-
	2	Apologies for Absence	Information	Linda Pollard	-
	3	Declarations of Interest	Governance	Linda Pollard	-
1.35	4	Staff Experience <i>You Tube link to be added - as an update to the agenda</i>	Information	Lisa Grant	-
1.50	5	Minutes of the Last Meeting: 26 March 2020 (approved by the Board on 29 April 2020)	Information	Linda Pollard	5
	6	Matters Arising 6.1 26 March 2020 <i>None</i>	-	-	-
	7	Review of Action Tracker	Governance	Linda Pollard	7
1.55	8	Chair's Report	Receive & note	Linda Pollard	8
2.00	9	Chief Executive's Report (Endorse consultant appointments)	Receive & Approve	Julian Hartley	9

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
	10	Minutes of Committee meetings			
<p><i>In light of NHSE Guidance, Committee meetings have been suspended (with the exception of Risk Management, Building Development and Audit Committee). An extra ordinary Workforce Committee was held on 13 May 2020.</i></p> <p>Normal Committee functions are to be re-instated from start of July.</p> <p><i>Based on legal advice, items normally addressed by the Quality Assurance Committee have been agenda items for the whole Board - in consultation with the Trust Chair and Chair of QAC.</i></p>					
2.10	10.1	Audit Committee Chairs Report, 20 May 2020	Assurance	Suzanne Clark	Verbal
	10.2 10.2(i) 10.2(ii) 10.2(iii) 10.2(iv) 10.2(v) 10.2(vi)	Annual Reports from Committees Audit Committee Finance & Performance Committee Quality Assurance Committee DIT Committee Risk Management Committee Research, Education & Training Committee	Assurance	Suanne Clark Gillian Taylor Moira Livingston Jas Narang Julian Hartley Dr Phil Wood	10.2(i) 10.2(ii) 10.2(iii) 10.2(iv) 10.2(v) 10.2(vi)
		<i>NB - Workforce and Building Development Committee were established during the year and had only met twice prior to the assurance reporting to the March Audit Committee meeting - hence no annual report</i>			
2.15	10.3	Workforce Committee Chairs report, 13 May 2020 Action Notes	Assurance	Mark Chamberlain	Verbal
	11	Risk			
2.20	11.1	Corporate Risk Register	Assurance/ Update	Julian Hartley	11.1
	12	Quality			
2.25	12.1	Quality Update	Assurance	Dr Phil Wood/Lisa Grant	12.3
2.35	12.2	Same Sex Annual Declaration	Assurance	Lisa Grant	12.2
2.40	12.3	Learning from Deaths Quarterly Report	Assurance	Dr Phil Wood	12.3
	13	Performance			
2.45	13.1(i)	Integrated Quality & Performance Report	Assurance	Executive Team	13.1
	13.1(ii)	Recovery update	Assurance	Executive Team	13.1(ii)
	13.1(iii)	NHSE letter 29 April (Recovery)	Information	Julian Hartley	13.1(iii)
3.15	13.2	Update report on NHS Nightingale Yorkshire and the Humber	Assurance	Julian Hartley	13.2
3.20	13.3	Nursing & Midwifery Quality & Safety Staffing Report Appendix - Supplementary Information Quality & Safety Staffing Report	Assurance	Lisa Grant	13.3

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
3.25	13.4	Freedom to Speak Up - Annual Report	Assurance	Joe Cohen	13.4
3.35	13.5	Guardians of Safe Working	Assurance	Dr Phil Wood	13.5
	13	Strategy and Planning			
<i>The Board will hold its annual two day strategy timeout meeting in October, and will address a number of key strategies and review existing strategies to support the outcome and learning from Covid 19 alongside implementing NHS guidance for recovery of activity.</i>					
-	13.6	Caring the Leeds Way (new strategy) - deferred		Lisa Grant	-
-	13.7	Quality Improvement Strategy (new strategy) - deferred		Dr Phil Wood & Lisa Grant	-
3.45	13.8	Building the Leeds Progress Report	Update	Simon Worthington	13.8
	14	Governance and Regulation			
3.50	14.1	NHSE/I Provider Licence Self-Certification	Approval	Julian Hartley	14.1
3.55	14.2	Health & Safety Policy (planned review/update)	Approval	Julian Hartley	14.2
4.00	14.3	Code of Conduct and Nolan Principles	Pledge by All	Jo Bray	14.3
	15	Items for Information			
-	15.1	Forward Planner <i>- Note diary dates for meetings issued for 2021/21 (& amends to Cttee dates)</i> <i>- Forward work plan re-set with Exec's for 2020/21</i>	Information	Linda Pollard	15.1
	16	Standing Agenda Items			
		Corporate Risk Register <i>Consideration of any issues to escalate</i>	Discussion	Linda Pollard	-
		Legal Advice <i>Consideration of any issues from the meeting</i>			
		CQC or NHS Improvement/England <i>Any issues to be reported</i>			
		Deep Dive by an Assurance Committee <i>Any issues to be referred</i>			
	17	Review of Meeting & Effectiveness	Discussion	Jo Bray	-
4.05	18	Any Other Business	Discussion / Information	Linda Pollard	-

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
	19	Date of Next Meeting			
The next formal Board meeting will take place on Thursday 30 July 2020					

Additional information (Blue Box)		
	Annual Reports from Committees	
10.2(i)	Audit Committee	Suanne Clark
10.2(ii)	Finance & Performance Committee	Gillian Taylor
10.2(iii)	Quality Assurance Committee	Moira Livingston
10.2(iv)	DIT Committee	Jas Narang
10.2(v)	Risk Management Committee	Julian Hartley
10.2(vi)	Research, Education & Training Committee	Dr Phil Wood
13.1(iii)	NHSE letter 29 April (Recovery)	Julian Harley
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