

**THURSDAY 25 NOVEMBER 2021 AT 2.00pm**  
**Via Microsoft Teams**  
**PUBLIC BOARD**  
**AGENDA**

**Covid-19 Update** - In light of the Infection Prevention & Control measures within our hospitals as we seek to keep our patients and staff safe, we are restricting groups of people meeting, therefore this meeting will take place virtually. Members of the public can join this meeting using the link from the information on the Trusts website.

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>Apologies for Absence</b> Linda Pollard (attending NHSE/ Board meeting Leadership Review)	Information	Gillian Taylor	-
	2	<b>Welcome and Introductions:</b> Natasha Barber-Evans (observer), Insight NED Development Programme	Information	Gillian Taylor	-
	3	<b>Declarations of Interest</b>	Governance	Gillian Taylor	-
2.05	4	<b>Staff Story;</b> Health & Wellbeing - Menopause	Information	Jenny Lewis	Video
		<i>Our patient stories aim to provide insight to the care received by our patients and their families. It's important that our Board understand both positive and negative feedback for learning. We are grateful to those who take time record and share their experiences, which are also used in undergraduate training.</i>			
2.20	5	<b>Draft Minutes of the Last</b> 5.1 Meetings 30 September 2021	Approval	Gillian Taylor	5.1
		5.2 Overview of AGM	Information, Assurance	Jo Bray	5.2
	6	<b>Matters Arising</b> <i>No items</i>	-	-	-
	7	<b>Review of Action Tracker</b>	Governance	Gillian Taylor	7

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.25	8	<b>Chair's Report</b> (Endorse Chairs action for approvals)	Receive, note & endorse	Gillian Taylor	8
2.30	9.1	<b>Chief Executive's Report</b> (Endorse consultant appointments)	Receive & Approve	Julian Hartley	9.1
2.40	9.2	<b>Mortuary Security</b>	Assurance	Dr Phil Wood	Verbal
	<b>10</b>	<b>Minutes of meetings</b>			
2.45	10.1	<b>Quality Assurance Committee</b> Chairs Report 4 November 2021 Appendix – Complaints Training Information	Assurance	Laura Stroud	10.1(i)
	10.1(i)	Infection Prevent & Control Board Assurance Framework	Assurance	Lisa Grant	10.1(i)
	10.1(ii)	Learning from Deaths Report Q1 2021/22	Assurance	Dr Phil Wood	10.1(ii)
2.50	10.2	<b>R&amp;I Committee</b> Chairs Report 9 November 2021	Assurance	Dr Phil Wood	10.2
2.55	10.3(i)	<b>Workforce Committee</b> Chairs Report 12 November 2021	Assurance	Tom Keeney	10.3(i)
3.00	10.3(ii)	Freedom to Speak Up – Six Month Update	Assurance	Joe Cohen	10.3(ii)
3.05	10.4	<b>DIT Committee</b> Chairs Report 12 November 2021	Assurance	Jas Narang	10.4
3.10	10.5	<b>Remuneration Committee</b> Chairs Report 21 October 2021	Assurance	Gillian Taylor	10.5
	<b>11</b>	<b>Risk</b>			
3.15	11.1	Corporate Risk Register	Assurance	Julian Hartley	11.1
	<b>12</b>	<b>Quality and Performance</b>			
3.20	12.1	Vaccination Programme	Assurance	Dr Phil Wood	12.1
<b>3.25</b>	<b>Comfort Break</b>				
3.30	12.2(i)	Context - Current Operational Pressures	Information	Julian Hartley	Verbal
3.40	12.2(ii)	Integrated Quality & Performance Report	Assurance	Executive Team	12.2

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
4.10	12.3(i)	Nursing & Midwifery Quality & Safety Staffing Report	Assurance	Lisa Grant, Sue Gibson	12.3(i)
	12.3(ii)	Supplementary Information Quality & Safety Staffing Report and Annual Report	Assurance	Lisa Grant	12.3(ii)
	<b>13</b>	<b>Strategy and Planning</b>			
4.15	13.1	Building the Leeds Way	Assurance	Simon Worthington	13.1
4.20	13.2	Sustainability Report	Assurance	Craige Richardson, Libby Sutherland, Chris Kelly, Mark Richmond	13.2
	<b>14</b>	<b>Governance and Regulation</b>			
5.05	14.1	Annual Flu Plan & Best Practice Checklist (Board Statement)	Assurance	Lisa Grant	14.1
	<b>15</b>	<b>Items for Information</b>			
-	15.1	Forward Planner	Information	Gillian Taylor	15.1
	<b>16</b>	<b>Standing Agenda Items</b>			
5.10		<p><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></p> <p><b>Legal Advice</b>  <i>Consideration of any issues from the meeting</i></p> <p><b>CQC or NHS England/ Improvement</b>  <i>Any issues to be reported</i></p> <p><b>Communication Issues</b>  <i>Any issues internally or externally to be address</i></p>	Discussion	Gillian Taylor	-
	<b>17</b>	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.15	<b>18</b>	Any Other Business	Discussion / Information	Gillian Taylor	-
	<b>19</b>	<b>Date of Next Meeting</b>			
The next formal Board meeting will take place on Thursday 27 January 2022 - <b>PM</b>					

<b>Additional information (Blue Box)</b>		
10.1(i)	Infection Prevent & Control Board Assurance Framework	Lisa Grant
10.1(ii)	Learning from Deaths Report Q1 2021/22	Dr Phil Wood
12.3(ii)	Supplementary Information Quality & Safety Staffing Report and Annual 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)