

**THURSDAY 28 MARCH 2023 AT 2.30pm  
PUBLIC BOARD  
AGENDA**

Hybrid Meeting (MS Teams option available for presenters)

**Gledhow Wing Seminar Rooms 2 & 3, SJUH Site**

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
2.30	<b>1</b>	<b>Apologies for Absence:</b> Clare Smith, Chief Operating Officer Paul Jones, Chief Digital Information Officer Craig Richardson, Director of Estates & Facilities Rachel Woodman, Associate Non-Executive Director	Information	Linda Pollard	-
	<b>2</b>	<b>Welcome and Introductions:</b> Laura Stroud, Associate Non-Executive Director Tim Hiles, Deputy Chief Operating Office John Speight, Deputy Chief Digital Information Officer Richard Noble, Associate Director Estates & Facilities Development  <b>Observing:</b> Muz Mumtaz, Insight Programme <i>(final meeting of placement)</i>	Information	Linda Pollard	-
	<b>3</b>	<b>Declarations of Interest</b>	Governance	Linda Pollard	-
2.35	<b>4</b>	<b>Patient Story;</b> Marcus' Story: <a href="https://youtu.be/n3EEXm_wg7c">https://youtu.be/n3EEXm_wg7c</a>  <i>Our patient stories aim to provide insight to the care received by our patients and their families. It is 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>	Information	Rabina Tindale	Video

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.45	5	<b>Draft Minutes of the Last Meeting</b> 25 January 2024	Approval	Linda Pollard	5
	6	<b>Matters Arising</b> <i>No items</i>	-	-	-
	7	<b>Review of Action Tracker</b>	Governance	Linda Pollard	7
2.50	8	<b>Chair's Report</b> <i>(Endorse Chairs action for approvals)</i>	Receive, note & endorse	Linda Pollard	8
2.55	9.1	<b>Chief Executive's Report</b> <i>(Endorse consultant appointments)</i>	Receive & Approve	Prof Phil Wood	9.1
	9.1.1	<i>Appendix One - Annual Commitments and Strategic Priorities</i>			9.1.1
3.05	9.2	Executive Oversight of FTSU	Assurance	Prof Phil Wood Jenny Lewis	9.2
		<b>Operational Context:</b>			
	10	<b>Quality &amp; Performance</b>			
3.10	10.1	IQPR (Performance of the Trust) Report by Exception	Assurance Information	Executive Team	10.1
3.15	10.2	Staff Survey Results	Information	Jenny Lewis	10.2
3.30	10.3	HomeFirst Programme Update (Six Monthly)	Update	Prof Phil Wood	10.3
	11	<b>Risk</b>			
3.40	11.1	Corporate Risk Register	Assurance	Prof Phil Wood	11.1
	12	<b>Assurance from Board Committees</b>			
3.45	12.1(i)	<b>Quality Assurance Committee</b> Chairs Report 22 February 2024	Assurance	Laura Stoud Magnus Harrison	12.1(i)
3.50	12.1(ii) 12.1(iib) 12.1(iii)	Six Months Update on Complaints Six Months Update on Complaints Leaning from Deaths Q2 Report	Assurance Assurance	Rabina Tindale Rabina Tindale Magnus Harrison	12.1(ii) 12.1(iib) 12.1(iii)
3.55	12.1 (iv)	Patient Safety Response Plan and Patient Safety Incident Framework Policy	Approval	Magnus Harrison	12.1(iv)
4.00	12.2(i)	<b>Finance &amp; Performance Committee</b> Chairs Report January & February 2024	Assurance	Gillian Taylor Tim Hiles Simon	12.2(i)
4.05	12.2(ii)	Verbal Summary Update from the	Assurance	Worthington	Verbal

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
4.10	12.3	Meeting held 27 March 2024 <b>Audit Committee</b> Chairs Report 28 February 2024	Assurance	Gillian Taylor Suzanne Clark Simon Worthington	12.3
4.15	12.4	<b>Auditor Panel</b> Recommendation for the Appointment of the External Auditors (extension of contract)	Approval	Suzanne Clark	12.4
<i>To note - Due to commercial or sensitive information not for release into the public domain; DIT, Risk Management, Building Development, and Innovation aspects of R&amp;I Committee Chairs reports are not reported in the public domain, nor are the Committee Chairs Annual Reports</i>					
<b>Comfort Break</b>					
<b>13 Strategy and Planning</b>					
	13.1	<a href="#">Building the Leeds Way</a>	Assurance	<a href="#">Simon Worthington</a>	13.1
4.20	13.2	Health Inequalities & Public Health Strategy – Update	Information Assurance	Magnus Harrison Anna Marie Ray	13.2
4.30	13.3	R&I strategy LTHT & Joint Strategy LTHT with University of Leeds - Update	Information Assurance	Magnus Harrison	13.3
<b>14 Governance and Regulation</b>					
4.40	14.1	Code of Governance for NHS Provider Trusts (Comply or explain)	Assurance	Jo Bray	14.1
4.45	14.2	Promoting a Culture of Speaking Up and Robust Governance Structures at LTHT	Assurance	Prof Phil Wood	14.2
<b>15 Items for Information</b>					
-	15.1	<a href="#">Forward Planner (2024/25)</a>	Information	<a href="#">Linda Pollard</a>	15.1
<b>16 Standing Agenda Items</b>					
4.55		<b>Risk</b> <i>Consideration of any issues to escalate to Corporate Risk Register, BAF and reflections on Risk Appetite and working within our defined tolerances</i> <a href="#">Risk-Appetite-2023-24-Second-Edition.pdf (leedsth.nhs.uk)</a> <b>Legal Advice</b> <i>Consideration of any issues from the meeting</i>	Discussion	Linda Pollard	-

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
		<b>Regulators - CQC or NHS England, ICB/Place issues</b> <i>Any issues to be reported/escalated</i>  <b>Communication Issues</b> <i>Any issues internally or externally to be address</i>			
	<b>17</b>	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.00	<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 30 May 2024 meeting – location TBC					

<b>Additional information (Blue Box)</b>		
12.1(ii) 12.1(iii)	<b>Quality Assurance Committee</b> Six Months Update on Complaints Leaning from Deaths Q2 Report	Rabina Tindale Magnus Harrison
13.1	<b>Building the Leeds Way</b>	Simon Worthington
15.1	<b>Forward Planner (2024/25)</b>	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)