

THURSDAY 30 JANUARY 2024 AT 2.30pm
PUBLIC BOARD
AGENDA

Seminar Rooms, Ground Floor, Gledhow Wing, SJUH

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	1	Apologies for Absence: Jenny Lewis, Director of HR&OD	Information	Linda Pollard	-
	2	Welcome and Introductions: Chris Jones, Deputy Director of HR Observing: Esther Wakeman, CE, Leeds Hospitals Charity Charlene Lyons, NED Development Programme Thank you: Bob Simpson, Non-Executive Director	Information	Linda Pollard	-
	3	Declarations of Interest	Governance	Linda Pollard	-
2.35	4	Patient Story: Martyn's Story; 05 M20241018 002 Martyns story Endoscopy 15 11 24 <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 Tindal	Video
2.45	5	Draft Minutes of the Last Meeting 28 November 2024	Approval	Linda Pollard	5
	6	Matters Arising <i>No items</i>	-	-	-
	7	Review of Action Tracker	Governance	Linda Pollard	7
2.50	8	Chair's Report			

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
		<i>(Endorse Chairs action for approvals of required)</i>	Receive, note & endorse	Linda Pollard	8.1
2.55	9.1 9.1(i) 9.1(ii)	Chief Executive's Report <i>(Endorse consultant appointments)</i> Maternity Update National Hospital Programme Update	Receive & Approve Information Information	Prof Phil Wood Prof Phil Wood Prof Phil Wood	9.1 9.1(i) 9.1(ii)
		Operational Context:			
	10	Quality & Performance			
3.05	10.1	IQPR (Performance of the Trust) Report by Exception	Assurance Information	Executive Team	10.1
3.15	10.2	Yorkshire Lung Screening Update <i>(15 mins pres, 5 mins Q&As)</i>	Assurance Information	Matt Callister	Presentation
	11	Risk			
3.35	11.1	Corporate Risk Register	Assurance	Prof Phil Wood	11.1
	11.2	Board Assurance Framework	Assurance	Prof Phil Wood	11.2
	11.3	Annual Fire Safety Report	Assurance	Prof Phil Wood	11.3
	12	Assurance from Board Committees			
3.40	12.1(i)	Quality Assurance Committee Chairs Report 19 Dec 2024	Assurance	Laura Stroud Magnus Harrison Rabina Tindale	12.1(i)
	12.1(ii)	Progress Against the Patient Safety and Quality Strategy 2024-27	Assurance	Magnus Harrison Rabina Tindale	12.1(ii)
3.45	12.2(i)	Finance & Performance Committee Chairs Report Nov & Dec 2024	Assurance	Mark Burton Clare Smith Jenny Ehrhardt	12.2(i)
3.50	12.2(iii)	Verbal Summary Update from the Meeting held 29 Jan 2025	Assurance	Mark Burton	Verbal
3.55	12.3(i)	Audit Committee Chairs Report 17 Jan 2025	Assurance Approval	Gillian Taylor Jenny Ehrhardt	12.3(i)
4.00	12.3(ii)	Single Site Evaluation	Approval	Jenny Ehrhardt	12.3(ii)
4.05	12.4	Workforce Committee Chairs Report 9 Jan 2025	Assurance	Amanda Stainton Chris Jones	12.4
4.10	12.5	R&I Committee Chairs Summary Report	Assurance	Chris Schofield Magnus Harrison	12.5
4.15	12.5(i)	R&I – As an Every Day Event			Video

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		https://www.youtube.com/watch?v=NABOxSxT9rI			
	13	Strategy and Planning			
-	13.1	<i>Item deferred</i>	-	-	-
4.20	13.2	Chief Nurse Establishment Reviews Phase 2 Report https://youtu.be/1STSDAelrHw	Information Assurance	Rabina Tindale	13.2
	14	Governance and Regulation			
4.30	14.1	Minor Amends to Standing Orders, Committee Membership Terms of Reference	Approval	Jo Bray	14.1
4.35	14.2	Maternity Incentive Scheme	Approval	Rabina Tindale Becky Musgrove Tom Everett	14.2
4.50	14.3 14.3(i)	Governance Review Supporting Appendix to Governance Review (<i>Guidance on Matters Reserved for the Formal Board Workshop</i>)	Assurance Assurance Information	Jo Bray Jo Bray	14.3 14.3(i)
	14.4	Freedom of Information Annual Report	Assurance	Paul Jones	14.4
	15	Items for Information			
-	15.1	Forward Planner	Information	Linda Pollard	15.1
	16	Standing Agenda Items			
5.00		Risk <i>Consideration of any issues to escalate to Corporate Risk Register, BAF and reflections on Risk Appetite and working within our defined tolerances</i> Risk-Appetite-2023-24-Second-Edition.pdf (leedsth.nhs.uk) Legal Advice <i>Consideration of any issues from the meeting</i> Regulators - CQC or NHS England, ICB/Place issues <i>Any issues to be reported/escalated</i> Communication Issues	Discussion	Linda Pollard	-

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		<i>Any issues internally or externally to be address</i>			
	17	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.05	18	Any Other Business	Discussion / Information	Linda Pollard	-
	19	Date of Next Meeting			
The next formal Board meeting will take place on Thursday 27 March 2025 meeting – Location TBC					

Additional information (Blue Box)		
11.3	Annual Fire Safety Report	Prof Phil Wood
12.1(ii)	Progress Against the Patient Safety and Quality Strategy 2024-27	Magnus Harrison Rabina Tindale
12.4(i) 12.4(ii)	Chairs Report 19 Sept 2024 Workforce Annual Demographics	Amanda Stainton Jenny Lewis
13.1	Building the Leeds Way	Jenny Ehrhardt
14.4	Freedom of Information Annual Report	Paul Jones
15.1	Forward Planner (2024/25)	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