

THURSDAY 30 MAY 2024 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	1	Apologies for Absence: Phil Corrigan, Non-Executive Director James Goodyear, Director of Strategy	Information	Linda Pollard	-
	2	Welcome and Introductions: Simon Worthington & Julia Brown (via MST) – last formal Board meetings Robert Hakin, Associate Director of Corporate Planning Observing: Esther Wakeman, CEO Leeds Hospitals Charity	Information	Linda Pollard	-
	3	Declarations of Interest	Governance	Linda Pollard	-
2.35	4	Patient Story; Staff Story; Celebrating Our Differences; Emmanuelle's Story; https://youtu.be/T3eQG5hZ-GE <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	Jenny Lewis/ Dr Brenda Murray	Video
2.45	5	Draft Minutes of the Last Meeting 28 March 2024	Approval	Linda Pollard	5
	6	Matters Arising <i>No items</i>	-	-	-
	7	Review of Action Tracker	Governance	Linda Pollard	7

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.50	8	Chair's Report <i>(Endorse Chairs action for approvals)</i>	Receive, note & endorse	Linda Pollard	8
2.55	9.1	Chief Executive's Report <i>(Endorse consultant appointments and compliance to Provider Licence)</i>	Receive & Approve	Prof Phil Wood	9.1
Operational Context:					
10 Quality & Performance					
3.05	10.1	IQPR (Performance of the Trust) Report by Exception	Assurance Information	Executive Team	10.1
3.10	10.2	Environmental Audits PLACE Inspections	Assurance	Craige Richardson	10.2
3.15	10.3	Maggie's Centre – 5 years on <i>(15 mins pres, 10 mins Q&As)</i>	Information	Amanda Proctor	Presentation
11 Risk					
3.40	11.1	Corporate Risk Register	Assurance	Prof Phil Wood	11.1
3.45	11.2	Board Assurance Framework	Assurance	James Goodyear	11.2
	11.3	Health & Safety Annual Report	Assurance	Prof Phil Wood	11.3
12 Assurance from Board Committees					
3.50	12.1(i)	Quality Assurance Committee Chairs Report 18 April 2024	Assurance	Laura Stroud Magnus Harrison Rabina Tindale	12.1(i)
	12.1(ii)	Leaning from Deaths Q3 Report	Assurance	Magnus Harrison	12.1(ii)
	12.1(iii)	CQC Registration Annual Assurance	Assurance	Rabina Tindale	12.1(iii)
3.55	12.2(i)	Finance & Performance Committee Chairs Report March & April 2024	Assurance	Gillian Taylor Clare Smith	12.2(i)
4.00	12.2(ii)	Verbal Summary Update from the Meeting held 29 May 2024	Assurance	Simon Worthington	Verbal
4.05	12.3(i)	Audit Committee Chairs Report 2 May 2024	Assurance	Suzanne Clark Simon Worthington	12.3(i)
	12.3(ii)	Audit Committee Chairs Annual Report	Assurance	Suzanne Clark	12.3(ii)
	12.3(iii)	Overview of All Committee Objectives for 2024/25	Assurance	Suzanne Clark	12.3(iii)

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
		Committee Chairs Annual Reports received by the Audit Committee, are received for assurance as Blue Box items Note due to commercial sensitive or information released into the public domain that could harm the Trust – Building Development, Research & Innovation and DIT Committee Chairs Annual Reports are not released in the public domain			
	12.3(a)	Quality Assurance Committee	Assurance	Laura Stroud	12.3(a)
	12.3 (b)	Workforce Committee	Assurance	Amanda Stainton	To follow
	12.3(c)	Risk Management Committee	Assurance	Prof Phil Wood	12.3(c)
	12.3(d)	Finance & Performance Committee	Assurance	Gillian Taylor	12.3(d)
4.15	12.4(i)	Workforce Committee Chairs Report 22 May 2024	Assurance	Amanda Stainton Jenny Lewis	To follow
4.20	12.4(ia) 12.4(iib)	Violence & Prevention Reduction Violence & Aggression (full report)	Assurance Assurance	Craige Richardson Jenny Lewis Rabina Tindale Craig Richardson	12.4(ia) 12.4(iib)
<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&I Committee Chairs reports are not reported in the public domain, nor are the Committee Chairs Annual Reports</i>					
Comfort Break					
13 Strategy and Planning					
	13.1	Building the Leeds Way	Assurance	Simon Worthington	13.1
14 Governance and Regulation					
4.25	14.1	Guardians of Safe Working Annual Report (10 mins pres, 5 mins discussion)	Assurance	Magnus Harrison Anju Aggarwal, Santosh Sundararajan	14.1
4.40	14.2	Freedom to Speak Up Guardians Annual Report	Assurance	Alan Sheppard	14.2
4.55	14.3	Code of Conduct, Nolan Principles, Leeds Way Values & CQC Well-led Guidance – Annual Pledge	Pledge by All	Jo Bray	14.3
5.00	14.4	Fit & Proper Persons Test Annual Report	Assurance	Jo Bray	14.4

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
5.05	14.5	Standing Orders Update – Minor amends to Committee Terms of Reference (review from Committee Annual Reporting process)	Approval	Jo Bray	14.5
	15	Items for Information			
-	15.1	Forward Planner <i>NB appointments all issued through to 2025/26</i>	Information	Linda Pollard	15.1
	16	Standing Agenda Items			
5.10		<p>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)</p> <p>Legal Advice <i>Consideration of any issues from the meeting</i></p> <p>Regulators - CQC or NHS England, ICB/Place issues <i>Any issues to be reported/escalated</i></p> <p>Communication Issues <i>Any issues internally or externally to be address</i></p>	Discussion	Linda Pollard	-
	17	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.15	18	Any Other Business	Discussion / Information	Linda Pollard	-
	19	Date of Next Meeting			
The next formal Board meeting will take place on Thursday 25 July 2024 meeting – Location LGI					

Additional information (Blue Box)		
11.3	Health & Safety Annual Report	Prof Phil Wood
12.1(ii) 12.1(iii)	Quality Assurance Committee Leaning from Deaths Q3 Report CQC Registration Annual Assurance	Magnus Harrison Rabina Tindale
12.3 (a) 12.3(b) 12.3(c)	Committee Annual Reports Quality Assurance Committee Workforce Committee Risk Management Committee	Laura Stroud Mark Burton Prof Phil Wood Gillian Taylor

12.3(d)	Finance & Performance Committee	
12.4(ii-b)	Violence & Aggression (full report)	Jenny Lewis Rabina Tindale Craig Richardson
13.1	Building the Leeds Way	Simon Worthington
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