

**THURSDAY 28 NOVEMBER 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: Paul Jones, CDIO	Information	Linda Pollard	-
	2	Welcome and Introductions: John Speight, Deputy CDIO Chris Schofield, NED (via MST) Observing: Eve Hartrick, Leeds Hospitals Charity Thank you: James Goodyear, Director of Strategy	Information	Linda Pollard	-
	3	Declarations of Interest	Governance	Linda Pollard	-
2.35	4	Staff Story: <i>Workforce Planning: Growing Our Own</i> <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 Chris Jones	Video
2.45	5	Draft Minutes of the Last Meeting 26 September 2024	Approval	Linda Pollard	5
	6	Matters Arising <i>No items</i>	-	-	-
2.50	6.1	Patient Food – Board Tasting of Today's Food Trolley to Wards	Assurance	Craige Richardson Chris Ayres	Presentation
2.55	7	Review of Action Tracker	Governance	Linda Pollard	7

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
3.00	8	Chair's Report <i>(Endorse Chairs action for approvals of required)</i>	Receive, note & endorse	Linda Pollard	8.1
3.05	9.1	Chief Executive's Report <i>(Endorse consultant appointments)</i>	Receive & Approve	Prof Phil Wood	9.1
3.10	9.2	Mid-year Reviews with CSUs	Assurance	Prof Phil Wood	9.2
		Operational Context:			
	10	Quality & Performance			
3.15	10.1	IQPR (Performance of the Trust) Report by Exception	Assurance Information	Executive Team	10.1
	11	Risk			
3.20	11.1	Corporate Risk Register	Assurance	Prof Phil Wood	11.1
	11.2	Health & Safety Management Six Monthly Report	Assurance	Prof Phil Wood	11.2
	12	Assurance from Board Committees			
3.25	12.1(i)	Quality Assurance Committee Chairs Report 17 Oct 2024	Assurance	Laura Stroud Magnus Harrison	12.1(i)
	12.1(ii)	Q1 Learning from Deaths	Assurance	Rabina Tindale Magnus Harrison	12.1(ii)
3.30	12.2(i)	Finance & Performance Committee Chairs Report Sept & Oct 2024	Assurance	Mark Burton Clare Smith Jenny Ehrhardt	12.2(i)
3.35	12.2(iii)	Verbal Summary Update from the Meeting held 27 Nov 2024	Assurance	Mark Burton	Verbal
3.40	12.3	Audit Committee Chairs Report 15 Nov 2024 Extra Ordinary Meeting	Assurance	Gillian Taylor Jenny Ehrhardt	12.3
3.45	12.4(i)	Workforce Committee Chairs Report 19 Sept 2024	Assurance	Amanda Stainton	12.4(i)
	12.4(ii)	Workforce Annual Demographics	Assurance	Jenny Lewis	12.4(ii)
	12.4(iii)	Chairs Report 21 Nov 2024	Assurance	Amanda Stainton Jenny Lewis	12.4(iii)
3.50	12.4(iv)	Violence Against Staff Annual Report	Information Assurance	Craige Richardson Rabina Tindale Jenny Lewis	12.4(iv)
3.55	12.4(v)	Freedom to Speak Up Six Month Update	Assurance	Alan Sheppard	12.4(v)

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
4.00	12.5	Remuneration Committee Notes from 26 September 2024	Information	Linda Pollard	12.5
	13	Strategy and Planning			
4.05	13.1	Building the Leeds Way	Assurance	Jenny Ehrhardt	13.1
4.05	13.2	Career Compass Leeds (10 mins pres, 10 mins Q&As)	Information	Jenny Lewis Anya MacBeth Nigel Burchell	Presentation
4.25	13.3	Leeds as Anchor Institution	Information	James Goodyear Anna Ray	13.3
4.30	13.4	Emergency Planning	Approval Assurance	Clare Smith	13.4
4.35	13.5	Winter Planning (10 mins pres, 5 mins discussion) <i>NB noting review in F&P and QAC</i>	Assurance	Clare Smith	Presentation
	14	Governance and Regulation			
4.55	14.1	Standing Orders Update Terms of Reference for Infrastructure Committee	Approval	Jo Bray	14.1
5.00	14.2	Standing Financial Instructions & Scheme of Delegation - Amendments	Approval	Jo Bray Jenny Ehrhardt	14.2
	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			
5.05		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	-

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
		<i>Any issues internally or externally to be address</i>			
	17	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.10	18	Any Other Business	Discussion / Information	Linda Pollard	-
	19	Date of Next Meeting			
The next formal Board meeting will take place on Thursday 30 January 2025 meeting – Location Gledhow Seminar Rooms, SJUH					

Additional information (Blue Box)		
11.2	Health & Safety Management Six Monthly Report	Prof Phil Wood
12.1(ii)	Q1 Learning from Deaths	Magnus Harrison
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
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