

**THURSDAY 29 MAY 2025 AT 2.30pm**

**PUBLIC BOARD**

**AGENDA**

**Meeting Rooms, Ground Floor, Biomedical Research Centre, Chapel Allerton  
Hospital**

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	<b>Apologies for Absence:</b> Amanda Stainton, Associate Non-Executive Director	Information	Linda Pollard	-
	2	<b>Welcome and Introductions:</b>  <b>Observing:</b> Esther Wakeman, CE, Leeds Hospitals Charity  Piru Sukumar, University of Leeds future NED development	Information	Linda Pollard	-
	3	<b>Declarations of Interest</b>	Governance	Linda Pollard	-
2.35	4	<b>Patient Story:</b> Staff Story - <a href="#">Leeds Teaching Anne Page Affina Team Journey</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	Jenny Lewis	Video
2.45	5	<b>Draft Minutes of the Last Meeting</b> 27 March 2025	Approval	Linda Pollard	5
	6	<b>Matters Arising</b> <i>No items</i>	-	-	-
	7	Review of Action Tracker <i>No items to report</i>	Governance	Linda Pollard	-

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
2.50	8.1	<b>Chair's Report</b> <i>(Endorse Chairs action for approvals of required)</i>	Receive, note & endorse	Linda Pollard	8.1
2.55	9.1	<b>Chief Executive's Report</b> <i>(Endorse consultant appointments)</i>	Receive & Approve	Prof Phil Wood	9.1
	9.1(i)	WYAAT 2024/25 Annual Report: <a href="#">Publications :: West Yorkshire Association of Acute Trusts</a>			
3.00	9.1(ii)	Maternity Update	Information	Prof Phil Wood	9.1(ii)
		<b>Operational Context:</b>			
	<b>10</b>	<b>Quality &amp; Performance</b>			
3.10	10.1	IQPR (Performance of the Trust) Report by Exception	Assurance Information	Executive Team	10.1
3.25	10.2	CSU Assurance Report	Assurance	Prof Phil Wood	10.2
	<b>11</b>	<b>Risk</b>			
3.30	11.1 11.1(i)	Corporate Risk Register <a href="#">Corporate Risk Register</a>	Assurance <a href="#">Assurance</a>	Prof Phil Wood <a href="#">Prof Phil Wood</a>	11.1 <a href="#">11.1(i)</a>
3.35	11.2	Board Assurance Framework	Approval	Prof Phil Wood	11.2
	<a href="#">11.3</a>	<a href="#">Health &amp; Safety Annual Report</a>	<a href="#">Assurance</a>	<a href="#">Prof Phil Wood</a>	<a href="#">11.3</a>
	11.4	Risk Appetite Third Edition <i>(New Publication)</i>	Information	Prof Phil Wood	11.4
	<b>12</b>	<b>Assurance from Board Committees</b>			
3.40	12.1(i)	<b>Quality Assurance Committee</b> Chairs Report 19 April 2025	Assurance	Laura Stroud Magnus Harrison	12.1(i)
	<a href="#">12.1(ii)</a> <a href="#">12.1(iii)</a>	<a href="#">Six Month Update on Complaints</a> <a href="#">CQC Annual Assurance Report</a>	<a href="#">Assurance</a> <a href="#">Assurance</a>	<a href="#">Rabina Tindale</a> <a href="#">Rabina Tindale</a> <a href="#">Magnus Harrison</a> <a href="#">Rabina Tindale</a>	<a href="#">12.1(ii)</a> <a href="#">12.1(iii)</a>
3.45	12.2(i)	<b>Finance &amp; Performance Committee</b> Chairs Report March & April 2025	Assurance	Mark Burton Clare Smith Jenny Ehrhardt	12.2(i)
3.50	12.2(ii)	Verbal Summary Update from the Meeting held 28 May 2025	Assurance	Mark Burton	Verbal
3.55	12.3(i)	<b>Audit Committee</b> Chairs Report 1 May 2025	Assurance	Gillian Taylor	12.3(i)
4.00	12.3(ii)	Audit Committee Annual Report	Assurance	Jenny Ehrhardt	12.3(ii)

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
4.05	12.3(iii)	All Committee Objectives for 2025/26	Assurance	Gillian Taylor All Committee Chairs	12.3(iii)
	12.3(iv)	Annual Plan for Internal Audit Programme 2025/26	Information Assurance	Jenny Ehrhardt	12.3(iv)
		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	Jane Nixon	12.3 (b)
	12.3(c)	Risk Management Committee	Assurance	Prof Phil Wood	12.3(c)
	12.3(d)	Finance & Performance Committee	Assurance	Mark Burton	12.3(d)
4.10	12.4(i)	<b>Workforce Committee</b> Chairs Report 15 May 2025	Assurance	Jane Nixon Jenny Lewis Craig Richardson	12.4(i)
4.15	12.4(ii) 12.4(iii)	Violence & Prevention Reduction Violence & Aggression (full report)	Assurance Assurance	Richardson Jenny Lewis Rabina Tindale Craig Richardson	12.4(ii) 12.4(iii)
4.25	12.5	<b>R&amp;I Committee</b> Chairs Report 8 April 2025	Assurance	Chris Schofield Magnus Harrison	12.5
-	12.6	<b>Infrastructure Committee</b> Environmental Audits PLACE Inspections	Assurance	Craig Richardson	12.6
	<b>13</b>	<b>Partnership Working</b>			
4.30	13.1	Partnership Update Report	Information	Prof Phil Wood	13.1
	<b>14</b>	<b>Strategy and Planning</b>			
		<i>No items to report</i>			
	<b>15</b>	<b>Governance and Regulation</b>			
4.35	15.1	Guardians of Safe Working Annual Report (10 mins pres, 5 mins discussion)	Assurance	Magnus Harrison Anju Aggarwal, Santosh Sundararajan	15.1

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
4.50	15.2(i)	Freedom to Speak Up Guardians Annual Report	Assurance	Alan Sheppard	15.2(i)
5.00	15.2(ii)	Executive Report for Assurance Processes for Freedom to Speak Up	Assurance	Prof Phil Wood Jenny Lewis	15.2(ii)
	15.2(ii)a	<a href="#">Supporting Appendices (Annual Self Assessment)</a>	Assurance	<a href="#">Prof Phil Wood Jenny Lewis</a>	15.2(ii)a
5.05	15.3	Code of Conduct and Nolan Principles Leeds Way Values & CQC Well-led Guidance – Annual Pledge	<b>Annual Pledge by All</b>	Jo Bray	15.3
5.10	15.4	Standing Orders Update – Minor amends to Committee Terms of Reference (review from Committee Annual Reporting process)	Approval	Jo Bray	15.4
	<b>16</b>	<b>Items for Information</b>			
	<a href="#">16.1</a>	<a href="#">Forward Planner Reset for 2025/26 Agreed by Executives</a>	Information	<a href="#">Jo Bray</a>	<a href="#">16.1</a>
	<b>17</b>	<b>Standing Agenda Items</b>			
5.15		<p><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 Framework (April 2025) - Leeds Teaching Hospitals NHS Trust</a></p> <p><b>Legal Advice</b> <i>Consideration of any issues from the meeting</i></p> <p><b>Regulators - CQC or NHS England, ICB/Place issues</b> <i>Any issues to be reported/escalated</i></p> <p><b>Communication Issues</b> <i>Any issues internally or externally to be address</i></p>	Discussion	Linda Pollard	-
	<b>18</b>	Review of Meeting and Effectiveness	Discussion	Jo Bray	-
5.20	<b>19</b>	Any Other Business	Discussion / Information	Linda Pollard	-
	<b>20</b>	<b>Date of Next Meeting</b>			

Time	Item	Paper Title	Purpose	Presenter	Paper No. / Verbal
The next formal Board meeting will take place on Thursday 31 July 2025 meeting – Location SJUH					

Additional information (Blue Box)					
11.3	Health & Safety Annual Report			Prof Phil Wood	
12.1(ii) 12.1(iii)	Six Month Update on Complaints CQC Annual Assurance Report			Rabina Tindale Magnus Harrison Rabina Tindale	
12.3(iv)	Annual Plan for Internal Audit Programme 2025/26			Jenny Ehrhardt	
12.3(a)	Quality Assurance Committee			Laura Stroud	
12.3 (b)	Workforce Committee			Jane Nixon	
12.3(c)	Risk Management Committee			Prof Phil Wood	
12.3(d)	Finance & Performance Committee			Gillian Taylor	
12.4(iii)	Violence & Aggression (full report)			Jenny Lewis Rabina Tindale Craig Richardson	
12.6	Environmental Audits PLACE Inspections			Craig Richardson	
15.2(ii)a	Executive Report for Assurance Processes for Freedom to Speak Up Supporting Appendices (Annual Self Assessment)			Prof Phil Wood Jenny Lewis	

*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)