

Introduction

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In 1993, each of the existing units that made up Lothian Health Board made an application to become an NHS Trust under the terms of the NHS and Community Care Act 1990. The Trusts were not directly managed by Lothian Health Board: they were within the NHS but as distinct organisations independent of the health board. Each Trust had its own chairmen and boards of directors. On 1 April 1993, Royal Infirmary of Edinburgh and Associated Hospitals Unit became Royal Infirmary of Edinburgh NHS Trust.

In December 1997, a white paper entitled 'Designed to Care' was published. It recommended a greater patient perspective in health care and a reduction in the number of trusts in Lothian from six to three. Lothian University Hospitals NHS Trust (LUHT) was formed consisting of the Royal Infirmary of Edinburgh NHS Trust; Western General Hospitals Trust; and Edinburgh Sick Children's Trust.

In March 2003, the NHS white paper 'Partnership for Care' was published. This recommended the dissolution of NHS trusts and a move to a single system with decision making being taken at local level. Contracts were transferred from various trusts and boards to NHS Lothian. This resulted in the dissolution of the trusts; on 1 January 2004, LUHT dissolved to become an operating division of Lothian NHS Board, known as NHS Lothian – University Hospitals Division.

RIE/15, RIE/16, RIE/50, Acc 07/07

AS – Jun 2010

1 Agenda Papers of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

Minutes of meetings are included in the subsequent meeting's papers for approval. From October 2001 the Board was renamed the Trust Management Team. Items 1-27 are from accession RIE/16 and items 28-73 from Acc 07/07.

1	5 Feb 1999	Inaugural meeting of the Shadow Trust Board.
2	8 Mar 1999	Shadow Trust Board meeting.
3	29 Mar 1999	Shadow Trust Board meeting.
4	30 Apr 1999	Trust Board meeting.
5	30 Apr 1999	Private Board meeting. Minutes of meeting only – no agenda papers.
6	25 May 1999	Trust Board meeting.
7	25 May 1999	Private Board meeting. Minutes of meeting only – no agenda papers.
8	30 Jun 1999	Special Trust Board meeting.
9	1 Jul 1999	Trust Board meeting.
10	1 Jul 1999	Private Board meeting. Minutes of meeting only – no agenda papers.
11	29 Jul 1999	Board meeting.
12	27 Aug 1999	Board meeting.
13	27 Aug 1999	Private Board meeting.
14	1 Oct 1999	Board meeting.
15	1 Oct 1999	Private Board meeting. Papers only – no agenda.
16	29 Oct 1999	Board meeting.
17	29 Oct 1999	Private Board meeting.
18	25 Nov 1999	Board meeting. Includes details of the Trust Board away day.
19	25 Nov 1999	Private Board meeting.
20	17 Dec 1999	Board meeting.
21	17 Dec 1999	Private Board meeting.

1 Agenda Papers of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

22	27 Jan 2000	Board meeting.
23	27 Jan 2000	Private Board meeting.
24	24 Feb 2000	Board meeting.
25	24 Feb 2000	Private Board meeting.
26	30 Mar 2000	Board meeting.
27	30 Mar 2000	Private Board meeting.
28	27 Apr 2000	Board meeting.
29	27 Apr 2000	Private Board meeting.
30	25 May 2000	Board meeting.
31	29 Jun 2000	Board meeting.
32	27 Jul 2000	Board meeting.
33	31 Aug 2000	Board meeting.
34	28 Sep 2000	Board meeting.
35	26 Oct 2000	Board meeting.
36	30 Nov 2000	Board meeting.
37	21 Dec 2000	Board meeting.
38	25 Jan 2001	Board meeting.
39	22 Feb 2001	Board meeting.
40	14 Mar 2001	Extraordinary Trust Board Meeting.
41	29 Mar 2001	Board meeting.
42	26 Apr 2001	Board meeting.
43	31 May 2001	Board meeting.
44	27 Jun 2001	Extraordinary Board meeting.
45	28 Jun 2001	Board meeting.

1 Agenda Papers of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

46	26 Jul 2001	Board meeting.
47	29 Aug 2001	Board meeting.
48	27 Sep 2001	Board meeting. 2 folders.
49	25 Oct 2001	Trust Management Team meeting.
50	29 Nov 2001	Trust Management Team meeting.
51	20 Dec 2001	Trust Management Team meeting.
52	31 Jan 2002	Trust Management Team meeting.
53	28 Feb 2002	Trust Management Team meeting.
54	28 Mar 2002	Trust Management Team meeting.
55	25 Apr 2002	Trust Management Team meeting.
56	30 May 2002	Trust Management Team meeting.
57	27 Jun 2002	Trust Management Team meeting.
58	25 Jul 2002	Trust Management Team meeting. Includes annual audit report, annual report and financial information. 2 folders.
59	29 Aug 2002	Trust Management Team meeting.
60	26 Sep 2002	Trust Management Team meeting.
61	31 Oct 2002	Trust Management Team meeting.
62	19 Dec 2002	Trust Management Team meeting.
63	6 Mar 2003	Trust Management Team meeting. 3 folders.
64	24 Apr 2003	Trust Management Team meeting.
65	1 May 2003	Extraordinary Trust Management Team meeting.
66	8 May 2003	Extraordinary Trust Management Team meeting. The meeting was to discuss the five year financial plan which is included.
67	26 Jun 2003	Trust Management Team meeting. 2 folders.
68	30 Jun 2003	Trust Management Team meeting.

1 Agenda Papers of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

69	30 Jun 2003	Extraordinary Trust Management Team meeting.
70	28 Aug 2003	Trust Management Team meeting. Includes annual audit report. 3 folders.
71	30 Oct 2003	Trust Management Team meeting.
72	3 Dec 2003	Extraordinary Trust Management Team meeting.
73	18 Dec 2003	Trust Management Team meeting. 2 folders.

2 Signed minutes of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

There is a gap between July 2001 and December 2002 but minutes can be found in the agenda papers. From Acc 07/07.

1	5 Feb 1999	Inaugural meeting of the Shadow Trust Board.
2	8 Mar 1999	Second meeting of the Shadow Trust Board.
3	29 Mar 1999	Third meeting of the Shadow Trust Board.
4	30 Apr 1999	Private meeting of the Board.
5	25 May 1999	Board meeting.
6	25 May 1999	Private meeting of the Board. Includes handwritten notes from the meeting and agenda paper on the CRES plan.
7	30 Jun 1999	Special Trust Board meeting.
8	1 Jul 1999	Board meeting.
9	1 Jul 1999	Private meeting of the Board.
10	29 Jul 1999	Board meeting.
11	29 Jul 1999	Private meeting of the Board.
12	27 Aug 1999	Board meeting.
13	27 Aug 1999	Private meeting of the Board.
14	1 Oct 1999	Board meeting.
15	1 Oct 1999	Private meeting of the Board.
16	29 Oct 1999	Board meeting.
17	29 Oct 1999	Private meeting of the Board.
18	25 Nov 1999	Board meeting.
19	17 Dec 1999	Board meeting.
20	17 Dec 1999	Private meeting of the Board.
21	27 Jan 2000	Board meeting.
22	27 Jan 2000	Private meeting of the Board.

2 Signed minutes of Meetings of the Board of the Lothian University Hospitals NHS Trust, 1999-2003

23	24 Feb 2000	Board meeting.
24	24 Feb 2000	Private meeting of the Board.
25	30 Mar 2000	Board meeting.
26	30 Mar 2000	Private meeting of the Board.
27	27 Apr 2000	Board meeting.
28	27 Apr 2000	Private meeting of the Board.
29	25 May 2000	Board meeting.
30	21 Jun 2000	Special Trust Board meeting.
31	29 Jun 2000	Board meeting.
32	27 Jul 2000	Board meeting.
33	31 Aug 2000	Board meeting.
34	19 Dec 2002	Trust Management Team meeting.
35	6 Mar 2003	Trust Management Team meeting.
36	24 Apr 2003	Trust Management Team meeting.
37	1 May 2003	Extraordinary meeting of the Trust Management Team.
38	26 Jun 2003	Trust Management Team meeting.
39	30 Jun 2003	Trust Management Team meeting.
40	28 Aug 2003	Trust Management Team meeting.
41	30 Oct 2003	Trust Management Team meeting.
42	3 Dec 2003	Extraordinary meeting of the Trust Management Team.
43	18 Dec 2003	Trust Management Team meeting.

3 Agenda Papers for Meetings of the Executive Management Team of the Lothian University Hospitals NHS Trust, 1999-2001

Items 20-37 are from Acc 07/07.

1	22 Jul 1999	RIE/16.
2	19 Aug 1999	2 folders. RIE/16.
3	23 Sep 1999	2 folders. RIE/16.
4	21 Oct 1999	RIE/16.
5	18 Nov 1999	RIE/16.
6	20 Jan 2000	RIE/16.
7	20 Apr 2000	Includes agenda for Endowments Committee meeting of 27 April. RIE/50.
8	18 May 2000	RIE/50.
9	22 Jun 2000	RIE/50.
10	20 Jul 2000	2 folders. RIE/50.
11	24 Aug 2000	2 folders. RIE/50.
12	21 Sep 2000	RIE/50.
13	9 Oct 2000	Minutes only. RIE/50.
14	19 Oct 2000	RIE/50.
15	23 Nov 2000	Includes papers for away day on 27 November. RIE/50.
16	21 Dec 2000	RIE/50.
17	30 Jan 2001	2 folders. RIE/50.
18	1 Mar 2001	RIE/50.
19	22 Mar 2001	RIE/50.
20	19 Apr 2001	
21	24 May 2001	2 folders.
22	21 Jun 2001	2 folders.
23	31 Jul 2001	

3 Agenda Papers for Meetings of the Executive Management Team of the Lothian University Hospitals NHS Trust, 1999-2001

24	23 Aug 2001	
25	20 Sep 2001	
26	23 Nov 2001	2 folders.
27	24 Jan 2002	2 folders.
28	21 Feb 2002	2 folders.
29	21 Mar 2002	3 folders.
30	18 Apr 2002	
31	23 May 2002	2 folders.
32	20 Jun 2002	
33	18 Jul 2002	
34	22 Aug 2002	wanting
35	19 Sep 2002	
36	24 Oct 2002	
37	21 Nov 2002	2 folders.

**4 Agenda Papers for Meetings of the Directors/Trustees of the Lothian University
Hospitals NHS Trust, 2000-2003**

This series comes from Acc 07/07.

- | | | |
|----|-------------|---|
| 1 | 25 May 2000 | |
| 2 | 29 Jun 2000 | |
| 3 | 27 Jul 2000 | |
| 4 | 31 Aug 2000 | |
| 5 | 28 Sep 2000 | Includes details of Board's away day on 26 October. |
| 6 | 30 Nov 2000 | |
| 7 | 21 Dec 2000 | |
| 8 | 25 Jan 2001 | |
| 9 | 22 Feb 2001 | |
| 10 | 29 Mar 2001 | |
| 11 | 26 Apr 2001 | |
| 12 | 31 May 2001 | |
| 13 | 28 Jun 2001 | |
| 14 | 26 Jul 2001 | |
| 15 | 29 Aug 2001 | |
| 16 | 27 Sep 2001 | |
| 17 | 25 Oct 2001 | |
| 18 | 29 Nov 2001 | |
| 19 | 20 Dec 2001 | |
| 20 | 31 Jan 2002 | |
| 21 | 28 Feb 2002 | |
| 22 | 28 Mar 2002 | |
| 23 | 25 Apr 2002 | |
| 24 | 30 May 2002 | |

4 Agenda Papers for Meetings of the Directors/Trustees of the Lothian University Hospitals NHS Trust, 2000-2003

25 27 Jun 2002

26 25 Jul 2002

27 29 Aug 2002

28 19 Sep 2002 Extraordinary Directors'/Trustees' meeting.

29 26 Sep 2002 Includes annual report of the NHS Lothian Clinical Governance Committee and report on Nursing and Midwifery – Present and Future.

30 31 Oct 2002

31 19 Dec 2002

32 6 Mar 2003

33 24 Apr 2003

34 8 May 2003 Extraordinary Directors'/Trustees' meeting.

35 5 Jun 2003 Extraordinary Directors'/Trustees' meeting.

36 26 Jun 2003

37 28 Aug 2003

38 30 Oct 2003

39 18 Dec 2003

5 Signed minutes of the Directors/Trustees of the Lothian University Hospitals NHS Trust, 2000-2003

This is not a complete set and there is a gap from August 2000 to November 2002 but minutes can be found in the agenda papers. From Acc 07/07.

1	29 Jun 2000	
2	17 Jul 2000	
3	31 Aug 2000	
4	14 Nov 2002	Extraordinary Directors/Trustees meeting.
5	19 Dec 2002	
6	27 Feb 2003	Extraordinary Directors/Trustees meeting.
7	6 Mar 2003	
8	6 Mar 2003	Private meeting of the Directors/Trustees.
9	24 Apr 2003	
10	8 May 2003	
11	5 Jun 2003	Extraordinary Directors/Trustees meeting.
12	26 Jun 2003	
13	28 Aug 2003	
14	30 Oct 2003	
15	18 Dec 2003	Not signed.

**6 Agenda Papers for Meetings of the Finance and Performance Review Committee,
2002-2003**

There is a Finance and Performance Review Committee at LHB59/3/1 which follows on in date from this series. This series comes from Acc 07/07.

- | | | |
|---|-------------|---|
| 1 | 28 Nov 2002 | |
| 2 | 30 Jan 2003 | Includes annual report and financial information 2001-2002. |
| 3 | 29 May 2003 | |
| 4 | 31 Jul 2003 | |
| 5 | 25 Sep 2003 | |
| 6 | 26 Nov 2003 | |

7 Signed Minutes of the Finance and Performance Review Committee, 2002-2003

This series comes from Acc 07/07.

- 1 28 Nov 2002
- 2 30 Jan 2003
- 3 29 May 2003
- 4 31 Jul 2003
- 5 25 Sep 2003
- 6 26 Nov 2003

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8 Signed minutes of the Endowments Committee, 1999-2000

It is not known whether this is a complete set. From Acc 07/07.

1 30 Apr 1999

2 27 Jan 2000

9 Agenda Papers for Meetings of the Clinical Governance Committee, 1999-2004

All of the series in this subfonds are from Acc 07/07.

1 File of Medical Director, 1999-2002

This file was titled 'D7 – Clinical Governance Committee Meeting Papers Jan 2000 – Mar 2002' and was probably compiled by Charles Swainson, Medical Director, although some papers seem to have come from Allister Stewart, Chief Executive. None of the papers were separated by meeting although those for the Steering Group were divided from the rest. The arrangement here is therefore artificial although consistent with the original order within the file. The meeting papers are extensively annotated.

- | | | |
|----|-------------|---|
| 1 | 24 Nov 1999 | Scottish Executive Clinical Governance Steering Group meeting. Includes summary of issues raised at meetings around Scotland held previously. |
| 2 | 20 Jul 2000 | Scottish Executive Clinical Governance Steering Group meeting. Includes minutes of this meeting and papers for the senior management team of Lothian Health on clinical governance. |
| 3 | 7 Jan 2000 | Clinical Governance Committee – minutes only. |
| 4 | 3 May 2000 | Clinical Governance Committee. Bound agenda papers. |
| 5 | 14 Jun 2000 | Clinical Governance Committee. Agenda papers. |
| 6 | 11 Jul 2000 | Clinical Governance Committee. Agenda papers. |
| 7 | 13 Sep 2000 | Clinical Governance Committee. Agenda papers. |
| 8 | 22 Jan 2001 | Clinical Governance Committee. Agenda papers. |
| 9 | 14 May 2001 | Clinical Governance Committee. Agenda papers. |
| 10 | 27 Sep 2001 | Clinical Governance Committee. Agenda papers. |
| 11 | 3 Dec 2001 | Clinical Governance Committee. Loose papers with no agenda but which, by date, are assumed to have gone to this meeting. |
| 12 | 4 Mar 2002 | Clinical Governance Committee. Loose papers with no agenda but which, by date, are assumed to have gone to this meeting. |
| 13 | 4 Jun 2002 | Clinical Governance Committee. Agenda papers. |

9 Agenda Papers for Meetings of the Clinical Governance Committee, 1999-2004**2 File of Head of Performance Review, 2000-2002**

This file was probably compiled by Sheila King, Head of Performance Review. The meeting papers are not always complete.

- 1 13 Sep 2000
- 2 22 Jan 2001
- 3 14 May 2001
- 4 27 Sep 2001
- 5 3 Dec 2001
- 6 4 Mar 2002
- 7 4 Jun 2002

3 File of Clinical Governance Committee papers, 2002-2003

These papers were originally in a lever arch file titled 'D7 – Clinical Governance Meeting Papers Jun 2002 – Dec 2003'. The meeting papers were clearly divided.

- 1 17 Jun 2002 Includes list of members of the committee dated March 2002 which was stuck in the front of the folder.
- 2 2 Sep 2002
- 3 4 Dec 2002
- 4 5 Mar 2003
- 5 2 Jul 2003 Includes report 'NHS Lothian – Local Report May 2003 – Safe and Effective Patient Care – Generic Clinical Governance Standards.'
- 6 3 Sep 2003

9 Agenda Papers for Meetings of the Clinical Governance Committee, 1999-2004**4 Additional Sets of Meeting Papers, 2002-2004**

These were bound sets circulated to members of the committee and have been annotated by them. The members were Professor Patricia Peattie, Chair of the Lothian University Hospitals NHS Trust; Linda Robertson, Personal Assistant to the Chair; and Dr Charles Swainson, Medical Director.

1	4 Mar 2002	Not marked.
2	17 Jun 2002	Professor Patricia Peattie's set. Includes information on leadership, strategy and clinical governance training programme provided by the NHS Confederation.
3	4 Dec 2002	Professor Patricia Peattie's set.
4	5 Mar 2003	Professor Patricia Peattie's set.
5	2 Jul 2003	Professor Patricia Peattie's set.
6	3 Sep 2003	Professor Patricia Peattie's set.
7	3 Dec 2003	Professor Patricia Peattie's set.
8	3 Dec 2003	Linda Robertson's set. Includes emails concerning a questionnaire on clinical governance standards and incident reports.
9	4 Mar 2004	Not marked.
10	6 May 2004	Dr Charles Swainson's set.
11	11 Aug 2004	Not marked.
12	4 Nov 2004	Dr Charles Swainson's set.

5 Additional Papers, 2001-2003

These were loose papers associated with the meeting papers above.

1	18 Oct 2001	Scottish Office circular on clinical governance arrangements with circulation list.
2	23 Jan 2002	Paper on progress in the implementation of a strategy for clinical governance 2000/01.
3	Mar 2002	Minutes for the Clinical Governance Committee minutes 4 March and papers for meeting of 3 June 2002.

9 Agenda Papers for Meetings of the Clinical Governance Committee, 1999-2004**5 Additional Papers, 2001-2003**

- | | | |
|----|--------------------------|--|
| 4 | May 2002 | NHS Lothian Clinical Governance Committee – Annual Report. |
| 5 | 18 Jun 2002 | Copy of report ‘NHS Lothian – Local Report May 2003 – Safe and Effective Patient Care – Generic Clinical Governance Standards’ with memo to director of HR on implementation. |
| 6 | 24 Feb 2003 | Letter from Medical Director to all consultants, associate specialists and staff grade doctors on infection control. Possibly discussed at meeting of 5 March 2003. |
| 7 | Mar 2003 | ‘National Overview – Adult Renal Services’ and ‘Local Report – Adult Renal Services’. An annotation with the national overview states that it was discussed at the meeting of 5 March 2003. 2 folders. |
| 8 | 9 Dec 2002 - 10 Apr 2003 | Scottish Audit of Surgical Mortality – Trust Report on 2001 Data – Lothian University Hospitals NHS Trust. Includes summary report and covering letter discussed at meeting of 4 December 2002. |
| 9 | Dec 2003 | A Caring Partnership – Patient and Public Partnership Strategy. |
| 10 | Jul 2003 | Going to Hospital – Information Booklet. |
| 11 | 13 Mar 2003 | Newspaper article on the health and safety issue of nurses lifting patients. |
| 12 | Oct 2002 | Email exchange between Sheila King, Linda Robertson and Charles Swainson on membership and attendance of the Clinical Governance Committee. |

10 Agenda Papers for Meetings of the Trust Clinical Management Group, 2003

This series continues from 2004-2005 under NHS Lothian – University Hospitals Division (see LHB59). NHS Lothian – University Hospitals Division was set up after the dissolution of the Lothian University Hospitals NHS Trust on 1 January 2004. From Acc 07/07.

- 1 24 Jul 2003
- 2 21 Aug 2003
- 3 18 Sep 2003
- 4 16 Oct 2003
- 5 27 Nov 2003

11 Agenda Papers for Meetings of the Remuneration Committee, 1999-2003

These papers were originally in two box files compiled by the chair of the Lothian University Hospitals NHS Trust, Professor Patricia Peattie then Barry Sealey. They contain a mixture of administrative correspondence and agenda papers. From Acc 07/07.

1	16 Feb 1999	Letter from the Scottish Office concerning terms and conditions for chief executives and executive directors.
2	11 Mar 1999	Letter concerning the salaries of two executive directors with the Trust.
3	Mar 1999	Training handout for members of Remuneration Committees. Includes papers for a meeting at the Scottish Executive concerning executive pay structures 10/7/2000.
5	14 Apr 1999	Remuneration Committee agenda papers.
6	25 May 1999	Remuneration Committee agenda papers. Includes minutes.
7	29 Jul 1999	Remuneration Committee agenda papers. Includes minutes.
8	11 Aug 1999	Papers on remuneration of associate medical directors.
9	Oct 1999	Papers on NHS pay and grading structures.
10	Jan 2000	Correspondence covering the final report on Forth Valley Health Board remuneration committee.
11	1 Mar 2000	Remuneration Committee agenda papers. Includes minutes.
12	May 2000	Papers concerning Executive Pay Arrangements seminars organised by the Scottish Executive.
13	23 May 2000	Letter from the Scottish Executive concerning performance related pay.
14	29 Jun 2000	Remuneration Committee agenda papers.
15	27 Jul 2000	Remuneration Committee agenda papers.
16	21 Aug 2000	Letter from the Scottish Executive concerning the remuneration of chairs and non-executives of NHS bodies.
17	26 Oct 2000	Remuneration Committee agenda papers.

11 Agenda Papers for Meetings of the Remuneration Committee, 1999-2003

18	Sep 2000 – Mar 2001	Correspondence concerning remuneration for the Head of Information Services and Central Evaluation Committee (CEC) of other senior management posts.
19	30 May 2001	Report by Deloitte and Touche on Remuneration Committee and Senior Managers Pay.
20	Jun 2001	Report by HR Department 'Pay Levels for NHS Managers within Lothian – a Comparative Study'.
21	26 Apr 2001	Remuneration Committee agenda papers.
22	28 Jun 2001	Remuneration Committee agenda papers.
23	2001	Performance appraisal reports on senior managers. Includes an appraisal of the performance of the Women, Children and Associated Services Division as a whole.
24	29 Aug 2001	Remuneration Committee agenda papers.
25	Nov 2001	Top team salary survey results conducted by the Leeds Teaching Hospitals NHS Trust.
26	12 Nov 2001	Memorandum on appointment of IT Services Manager.
27	Nov 2001 – Jan 2002	Scottish Executive circulars on the remuneration of non-executives.
28	28 Feb 2002	Remuneration Committee agenda papers. Includes correspondence after the meeting on equal pay and the Chief Executive's expenses.
29	25 Apr 2002	Remuneration Committee agenda papers.
30	13 May 2002	Letter to senior staff on remuneration disclosures.
31	3 Oct 2002	Remuneration Committee agenda papers. Includes performance reviews of senior staff.
32	28 Nov 2002	Remuneration Committee agenda papers.
33	6 Mar 2003	Remuneration Committee agenda papers. Includes correspondence after the meeting on the Committee's terms of reference and the appraisal of senior managers.
34	20 Mar 2003	Remuneration Committee agenda papers. Includes matters arising.

11 Agenda Papers for Meetings of the Remuneration Committee, 1999-2003

- | | | |
|----|-------------|---|
| 35 | 4 Jun 2003 | Remuneration Committee agenda papers. Includes training papers by NHS Confederation on non-executives' development. |
| 36 | 24 Jul 2003 | Remuneration Committee agenda papers. |
| 37 | Oct 2003 | Register of Remuneration Committee Papers 1999-2003. |
| 38 | 24 Oct 2003 | Remuneration Committee agenda papers. |

12 Agenda Papers for Meetings of the Audit Committee, 2002-2003

These papers were originally in box files compiled by the chair of the Lothian University Hospitals NHS Trust, Professor Patricia Peattie. They contain a mixture of administrative correspondence and agenda papers. From Acc 07/07.

1	23 Jan 2002	Audit Committee agenda papers.
2	20 Mar 2002	Audit Committee agenda papers.
3	5 Jun 2002	Audit Committee agenda papers.
4	21 Jun 2002	Audit Committee agenda papers.
5	Jul 2002 – Aug 2002	Correspondence on appointment of new non-executive member of the committee.
6	30 Apr 2002	Report by KPMG 'Use of Information Technology Audit Year Ended 31 March 2002'.
7	31 May 2002	Report by Price Waterhouse Coopers 'Lothian University Hospitals NHS Trust Executive Team – Results of Risk Review Workshop'. Includes the Trust's Risk Management Business Policy 2002-2004.
8	24 Sep 2002	Audit Committee agenda papers. 3 folders.
9	6 Nov 2002	Audit Committee agenda papers.
10	6 Feb 2003	Audit Committee agenda papers.
11	7 May 2003	Audit Committee agenda papers. Includes management accounting project – project initiation document requested after the meeting. 3 folders.
12	26 Jun 2003	Audit Committee agenda papers. Includes drafts of the annual audit requested at the meeting. 2 folders.
13	8 Oct 2003	Audit Committee agenda papers. Includes valuation of Royal Victoria Hospital discussed at this meeting and submitted afterwards. 2 folders.
14	May 2003 – Nov 2003	Correspondence concerning the appointment of an equipment procurement manager.
15	Oct 2003 – Nov 2003	Correspondence concerning the provision of retirement estimates by the Scottish Public Pensions Agency.
16	26 Nov 2003	Audit Committee agenda papers. Includes draft minutes.

13 Agenda Papers for Meetings of the Capital Committee, 1999-2002

This series is from Acc 07/07.

- 1 20 Jul 1999
- 2 16 Nov 1999
- 3 21 Feb 2000
- 4 25 Apr 2000
- 5 8 Jun 2000
- 6 18 Jul 2000
- 7 28 Aug 2000
- 8 27 Oct 2000
- 9 29 Nov 2000
- 10 19 Jan 2001
- 11 29 Mar 2001
- 12 28 Jun 2001
- 13 29 Aug 2001
- 14 25 Oct 2001
- 15 6 Dec 2001
- 16 21 Jun 2002
- 17 23 Oct 2002

Report on the elimination of mixed sex
accommodation and overview of orthotics service.

14 Papers relating to the Clinical Research Facility at Western General Hospital, 1999-2001

These files were created by Margaret Duffy, Director of Finance and Performance Review. They relate to the research facility funded by the Wellcome Trust at Western General Hospital and the agreements between the University of Edinburgh, Lothian University Hospitals NHS Trust and Lothian Primary Care Trust. The files come from accession RIE/15.

- | | | |
|---|---------------------------|---|
| 1 | 27 Jan 1999 - 27 May 1999 | C3 – Clinical Research Facility. Includes minutes of relevant meetings and copies of legal agreements. 4 folders. |
| 2 | 28 May 1999 – 16 May 2001 | Clinical Research Facility. Includes minutes of relevant meetings and copies of legal agreements. 5 folders. |

LHB46 LOTHIAN UNIVERSITY HOSPITALS NHS TRUST

15 Annual reports, 2000

- | | | |
|---|------|---|
| 1 | 2000 | Includes highlights of the year 1 April 1999 – 31 March 2000 and list of non-executive trustees, executive directors and executive management team. RIE/16. |
|---|------|---|