

# MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

# AGENDA

**Date:** 30<sup>th</sup> April 2015  
**Time:** 10 am  
**Venue:** Classroom 1, School of Nursing, Level 1, King's Mill Hospital

	Time	Item	Status	Paper
1	10.00	<b>Welcome</b>		
		<b>Declarations of Interest</b> To declare any pecuniary or non-pecuniary interests	Declaration	
		<b>Apologies for Absence</b> Quoracy check: (s3.22.1 SOs: no business shall be transacted at a meeting of the Board unless at least 2/3rds of the whole number of Directors are present including at least one ED and one NED)	Agree	
2	10.05	<b>Patient Story</b>	Assurance	
3	10.30	<b>Outcomes re last month's Patient Story</b>	Assurance	
4	10.35	<b>Minutes of the meetings held on:</b> <ul style="list-style-type: none"> <li><b>26<sup>th</sup> March 2015</b> To be agreed as an accurate record</li> </ul>	Approval	Enclosure 4.1
5		<b>Matters Arising/Action Log</b>	Approval	Enclosure 5
6	10.40	<b>Chairman's Report</b>	Note	Enclosure 6
7	10.45	<b>Chief Executive's Report</b> <ul style="list-style-type: none"> <li>Smoking Update</li> </ul>	Note	Enclosure 7
<b>Quality, Finance, Performance and Strategy</b>				
8	10.50	<b>Quality &amp; Safety Quarterly Report</b> <i>Learning Disabilities</i> <i>(Director of Nursing &amp; Quality)</i> <ul style="list-style-type: none"> <li><b>Revalidation Update</b> (Medical Director)</li> </ul>	Assurance Assurance	Enclosure 8.1 Enclosure 8.2
9	11.05	<b>Regulatory Escalations/Action Plans</b> <ul style="list-style-type: none"> <li><b>Quality Improvement Plan Progress*</b> Director of Nursing &amp; Quality</li> </ul>	Assurance	Enclosure 9
	11.10	<b>Comfort Break</b>		
10	11.20	<b>Patient Experience Quarterly Report</b> Report of the Director of Nursing & Medical Director	Assurance	Enclosure 10
11	11.30	<b>Monthly Finance Report*</b> Report of Chief Financial Officer	Assurance	Enclosure 11

	Time	Item	Status	Paper
12	11.40	<b>Integrated Performance Report</b> Report of Director of Operations, Director of HR, Director of Nursing & Quality <ul style="list-style-type: none"> <li>• ED*</li> <li>• Infection Control*</li> <li>• RTT*</li> <li>• Cancer*</li> </ul>	Assurance Approve any remedial actions	Enclosure 12
13	11.50	<b>Workforce Quarterly Reports</b> Report of the Director of HR	Assurance	Enclosure 13
14	11.55	<b>Six Month Nurse Staffing Review</b> Report of the Director of Nursing & Quality <ul style="list-style-type: none"> <li>• <b>Monthly Nurse Staffing Report</b> Director of Nursing &amp; Quality</li> </ul>	Assurance Assurance	Enclosure 14.1 Enclosure 14.2
15	12.00	<b>Monitor Compliance – Quarterly Report</b> <ul style="list-style-type: none"> <li>• Governance – Director of Corporate Services/Co. Sec</li> <li>• Quarterly Finance – Chief Financial Officer</li> </ul>	Approval	Enclosure 15.1 Enclosure 15.2
16	12.05	<b>Fit and Proper Person Requirement</b> Report of the Director of HR	Assurance	Enclosure 16
17	12.15	<b>Accountability Matrix</b> Report of the Director of Corporate Services/Company Secretary	Assurance	Enclosure 17
18	12.20	<b>Staff Survey</b> Report of the Director of HR	Assurance	See Enclosure 13
19	12.25	<b>Annual Plan Update 15/16 (<i>Public matters</i>)</b> Report of the Director of Strategic Planning and Commercial Development and Chief Financial Officer	Assurance	Verbal Update
20	12.30	<b>Car Parking (<i>Public element of paper</i>)</b> Report of the Director of Strategic Planning and Commercial Development	Assurance	Enclosure 20
21	12.35	<b>Prime Ministers Challenge – Single Front Door – Business Case</b> Report of the Director of Strategic Planning and Commercial Development	Approval	Enclosure 21
22	12.40	<b>Scheme of Delegation – Review of Financial Limits</b> Report of the Chief Financial Officer	Agree	Enclosure 22
<b>Governance, Risk &amp; Assurance</b>				
23	12.45	<b><u>Governance Declarations</u></b>  <b>Board Assurance Framework</b> Report of the Director of Corporate Services/Co. Sec <ul style="list-style-type: none"> <li>• <b>Board Assurance Framework Document</b></li> </ul>	Approval Approval	Enclosure 23.1 Enclosure 23.2
24	12.55	<b>Use of Trust Seal</b> Report of the Director of Corporate Services & Company Secretary	Approval	Verbal Update
25		<b>Governor Matters</b> Report of Chairman	Consideration	Verbal
26	13.00	<b>Escalation of Issues from TMB</b> Report of Acting Chief Executive	Consideration	Verbal

	Time	Item	Status	Paper
27	13.05	<b>Reports from Sub Committee</b> <ul style="list-style-type: none"> <li>• <b>Finance Committee</b> Report of the Committee Chair (last meeting)</li> <li>• <b>Audit &amp; Assurance Committee</b> Report of the Committee Chair (last meeting)</li> <li>• <b>Charitable Funds Committee</b> Report of the Committee Chair (last meeting) Tim Reddish - Revised Terms of Reference for Approval</li> </ul>	 Consideration   Approval	 Verbal   Enclosure 27.1
28	13.15	<b>Questions from members of the public present</b> (pertaining to items specific to the agenda)	Response	
29		<b>Communications to wider organisation</b> (Agree Board decisions requiring communication to Trust)	Agree	
30		<b>Any Other Business</b>		
31	13.20	<b>Date of next meeting</b> The next scheduled meeting of the Board to be held in public will be Thursday 28 <sup>th</sup> May 2015		
32		<b>Exclusion of the Press and Public RESOLUTION</b> That under the provision of Section 1, Subsection 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted ('special reasons').		
		<b>* Board Priorities/Escalations</b>		

**Special Reasons - clarification**

- Criteria which may be applied to determine "special reasons" for this purpose may include when the topic or business to be discussed by the Board is e.g.:
- Considered by the Board to be prejudicial to the public interest by reason of the confidential nature of the business (words adapted from the Public Bodies (Admission to Meetings ) Act 1960)
- Considered by the Board to be prejudicial to the public interest by reason of other special reasons stated in the resolution and arising from the nature of that business or of the proceedings (words adapted from the 1960 Act)
- Considered by the Board to involve information or data which is confidential and or involves events, patients, staff or other third party information which should not be disclosed by reasons of confidentiality or the protection of the rights and interests or assets of such patients, staff or other third parties
- Considered by the Board to be commercially or otherwise confidential or which is subject to specific confidentiality commitments
- One which involves the presentation or submission to the board of recommendations, advice, evidence or information by an adviser or third party (words adapted from the 1960 Act)
- For any other reason considered by the Board to be a topic or business which should not, in the best interests of the Trust or the public or for any other special reason recorded by the board, be disclosed in a public meeting of the board

**Board of Directors Information Library Documents – April 2015**

The following information items should have been read by Members of the meeting. The Chair will invite questions or points of clarification at the end of the meeting.

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