

## MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

## AGENDA

**Date:** 5<sup>th</sup> November 2015  
**Time:** 9.30 am  
**Venue:** Board Room, Level 1, King's Mill Hospital

	Time	Item	Status	Paper
1	9.30	<b>Welcome</b>		
2		<b>Declarations of Interest</b> To declare any pecuniary or non-pecuniary interests	Declaration	Verbal
3		<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	Verbal
4		<b>Patient Story</b>	Assurance	Presentation
5	10.00	<b>Outcomes re last month's Patient Story</b>	Assurance	Verbal
6	10.05	<b>Minutes of the meeting held on:</b>  • <b>24<sup>th</sup> September 2015</b> To be agreed as an accurate record	Approval	Enclosure 6
7	10.10	<b>Matters Arising/Action Log</b>	Approval	Enclosure 7
8	10.15	<b>Chairman's Report</b>	Note	Enclosure 8
9	10.25	<b>Chief Executive's Report</b>	Note	Enclosure 9
<b>Quality, Finance, Performance and Strategy</b>				
10	10.35	<b>Quality &amp; Safety Quarterly Report</b> Report of the Deputy Director of Nursing & Quality	Assurance	Enclosure 10
11	10.50	<b>Safer Staffing</b> Report of the Deputy Director of Nursing & Quality	Assurance	Enclosure 11
12	11.00	<b>Patient Experience Quarterly Report</b> Report of the Deputy Director of Nursing & Quality	Assurance	Enclosure 12
13	11.15	<b>Integrated Performance Report</b> Report of the Chief Financial Officer, Director of HR, Deputy Director of Nursing & Quality, Chief Operating Officer	Assurance	Enclosure 13
14	11.30	<b>Workforce Report</b> Report of the Director of Human Resources	Assurance	Enclosure 14
15	11.40	<b>Revalidation and Appraisal Update</b> Report of the Executive Medical Director	Assurance	Enclosure 15

	Time	Item	Status	Paper
<b>Governance, Risk &amp; Assurance</b>				
16	11.50	<b>Use of Trust Seal</b> Report of the Deputy Director of Corporate Services	Note	Enclosure 16
17	11.55	<b>Board Assurance Framework</b> Report of the Deputy Director of Corporate Services	Assurance	Enclosure 17
18	12.10	<b>Terms of Reference for Quality &amp; Safety Improvement Board</b> Report of the Acting Chief Executive	Assurance	Enclosure 18
19	12.20	<b>Terms of Reference for OD &amp; Workforce Board Committee</b> Report of the Director of Human Resources	Assurance	Enclosure 19
<b>Business Cases/Approvals</b>				
20	12.30	<b>Governor Matters</b> Report of Chairman	Consideration	Verbal
21	12.35	<b>Escalation of Issues from TMB</b> Report of Acting Chief Executive	Consideration	Verbal
22	12.45	<b>Assurance from Sub Committees</b> <ul style="list-style-type: none"> <li>• <b>Finance Committee</b> Report of the Committee Chair (last meeting)</li> <li>• <b>Quality Committee</b> Report of the Committee Chair (last meeting)</li> <li>• <b>Charitable Funds Committee</b> Report of the Committee Chair (last meeting)</li> </ul>	Consideration	Verbal
23	1.00	<b>Questions from members of the public present</b> (Pertaining to items specific to the Agenda)	Response	Verbal
24		<b>Communications to wider organisation</b> (Agree Board decisions requiring communication to Trust)	Agree	Verbal
25	1.05	<b>Any Other Business</b>		
26		<b>Date of next meeting</b> The next scheduled meeting of the Board to be held in public will be Thursday 26 <sup>th</sup> November 2015		
		<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 – October 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.

1.		
2.		
3.		