

MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

AGENDA

Date: 25th September 2014
Time: 9.30 am
Venue: Holy Trinity Community Centre, Boundary Road , Newark, Notts

Time	Item	Status	Paper
9.30	Welcome		
	Declarations of Interest To declare any pecuniary or non-pecuniary interests	Declaration	
	Apologies for Absence Quoracy check: (s3.22.1 SOs: <i>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</i>)	Agree	
9.35	Patient Story	Assurance	
9.55	Outcomes re last month's Patient Story	Assurance	
10.00	Minutes of the meetings held on: • 31 July 2014 To be agreed as an accurate record	Approval	Enclosure A
10.05	Matters Arising/Action Log	Approval	Enclosure B
10.15	Chairman's Report	Note	Enclosure C
10.25	Chief Executive's Report • NHS patient, visitor and staff car parking principles (Director of HR)	Note Assurance	Enclosure D Enclosure Di
Quality, Finance, Performance and Strategy			
10.35	Quality & Safety Monthly Report Report of the Director of Nursing & Medical Director To include: • Serious Incidents – new in month and trends	Assurance	Enclosure E
10.50	Nurse Staffing Report Report of the Director of Nursing & Medical Director	Assurance	Enclosure F
11.00	7 day services Report of the Director of HR	Assurance	Presentation
11.10	Regulatory Escalations/Action Plans 1. Governance Reviews a) QGF (Director of Corporate Services & Co Sec) 2. CQC Update (Director of Nursing)	Assurance Assurance	Enclosure G Enclosure H

Time	Item	Status	Paper
11.20	Finance Report Report of Chief Financial Officer	Assurance Approve any remedial actions	Enclosure I
11.30	Integrated Performance Report Report of Director of Operations, Director of HR, Director of Nursing & Quality	Assurance Approve any remedial actions	Enclosure J
Governance, Risk & Assurance			
11.45	Board Assurance Statement Report of the Company Secretary	Assurance	Enclosure K
11.55	Monitor Quarterly Submission Feedback letters Report of the Company Secretary	Assurance	Enclosure L
12.10	Governor Matters Report of Chairman	Consideration	Verbal
12.15	Escalation of Issues from Transformation Board Report of the Executive Medical Director	Consideration	Verbal
12.20	Escalation of Issues from TMB/Board Report of Chief Executive	Consideration	Verbal
12.25	Audit and Assurance Committee Report of the Committee Chair (last meeting 18 September)	Consideration	Verbal
12.30	Quality Committee Report of the Committee Chair (last meeting 18 th September)	Consideration	Verbal
12.35	Questions from members of the public present (pertaining to items specific to the agenda)	Response	
12.45	Communications to wider organisation (Agree Board decisions requiring communication to Trust)	Agree	
12.50	Any Other Business		
	Date of next meeting The next scheduled meeting of the Board to be held in public will be 30 th October 2014		
	Exclusion of the Press and Public RESOLUTION 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').		
1.00	Close and Lunch		

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 – September 2014

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.	Monitor FTN Bulletin	
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