

## MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

## AGENDA

**Date:** 29<sup>th</sup> January 2015  
**Time:** 9.30 am  
**Venue:** Classroom 1, School of Nursing, Level 1, King's Mill Hospital

Time	Item	Status	Paper
9.30	<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	
9.35	<b>Patient Story</b>	Assurance	
10.00	<b>Outcomes re last month's Patient Story</b> Comments from Claire Ward	Assurance	Enclosure A
10.05	<b>Minutes of the meeting held on:</b> • <b>18<sup>th</sup> December 2014</b> To be agreed as an accurate record	Approval	Enclosure B
	<b>Matters Arising/Action Log</b>	Approval	Enclosure C
10.10	<b>Chairman's Report</b>	Note	Enclosure D
	<b>Chief Executive's Report</b>	Note	Enclosure E
<b>Quality, Finance, Performance and Strategy</b>			
10.25	<b>Monitor Compliance – Quarterly Report</b> • Governance – Director of Corporate Services / Co.Sec • Quarterly Finance – Chief Financial Officer	Approval	Enclosure F
10.35	<b>Quality &amp; Safety Quarterly Report</b> Report of the Director of Nursing & Medical Director • Learning Disabilities (Director of Nursing) • Revalidation Update (Medical Director) • Nurse Staffing Report (Director of Nursing)	Assurance	Enclosure G
10.50	<b>Regulatory Escalations/Action Plans</b>  • <b>Quality Improvement Plan Progress (incl. Countdown Plan)</b> Director of Nursing • <b>Quality Governance Framework</b> Director of Corporate Services	Assurance Approval	Enclosure H

11.00	<b>Comfort Break</b>		
11.10	<b>Patient Experience Quarterly Report</b> Report of the Director of Nursing & Medical Director	Assurance	Enclosure I
11.25	<b>Monthly Finance Report*</b> Report of Chief Financial Officer	Assurance Approve any remedial actions	Enclosure J
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> </ul>	Assurance Approve any remedial actions	Enclosure K
11.55	<b>Workforce Quarterly Reports</b> Report of the Director of HR	Assurance	Enclosure L
12.05	<b>Fit and Proper Person test</b> Report of the Director of HR	Assurance	Enclosure M
12.10	<b>Annual Planning Process 15/16 Update</b> (Director of Strategic Planning and Commercial Development)	Assurance	Enclosure N
<b>Governance, Risk &amp; Assurance</b>			
12.20	<b>Use of Trust Seal</b> Report of the Director of Corporate Services	Approval	Enclosure O
12.25	<b>Governor Matters</b> Report of Chairman	Consideration	Verbal
12.30	<b>Escalation of Issues from TMB/Executive Team</b> Report of Chief Executive	Consideration	Verbal
12.35	<b>Reports from Sub Committees</b> <ul style="list-style-type: none"> <li>• <b>Quality Committee</b> Report of the Committee Chair (last meeting)</li> <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> </ul>	Consideration	Verbal
12.45	<b>Questions from members of the public present</b> (pertaining to items specific to the agenda)	Response	
	<b>Communications to wider organisation</b> (Agree Board decisions requiring communication to Trust)	Agree	
12.50	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• <b>Charitable Funds Committee</b></li> </ul>		Enc P
12.55	<b>Date of next meeting</b> The next scheduled meeting of the Board to be held in public will be Thursday 26th February 2015.		
	<b>Exclusion of the Press and Public</b> <b>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>Close</b>
1.00	<b>Celebratory Lunch</b>

\* Board Priority/Performance escalation

**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 – January 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.
