

## MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

## AGENDA

**Date:** 29<sup>th</sup> May 2014  
**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	
9.55	<b>Outcomes re last month's Patient Story</b>	Assurance	
10.00	<b>Minutes of the meetings held on:</b>  • <b>24<sup>th</sup> April 2014</b> To be agreed as an accurate record	Approval	Enclosure A
10.05	<b>Matters Arising/Action Log</b>	Approval	Enclosure B
10.15	<b>Chairman's Report</b>	Note	Enclosure C
10.25	<b>Chief Executive's Report</b> <i>To include CQC update and Monitor correspondence and PRM update</i>	Note	Enclosure D
<b>Quality, Finance, Performance and Strategy</b>			
10.35	<b>Annual Report and Accounts</b> <ul style="list-style-type: none"> <li>Annual report - Report of the Company Secretary</li> <li>Annual Accounts – Report of the Chief Financial Officer</li> <li>ISO260 &amp; EA Representation Letter – KPMG – External Auditors</li> <li>Quality Accounts – Report of the Director of Nursing and Quality</li> </ul>	Approval Approval Approval Approval	Verbal  Embargoed until June 2014
10.55	<b>Quality &amp; Safety Monthly Report</b> Report of the Director of Nursing & Medical Director To include:	Assurance	Enclosure E
11.15	<b>Finance Report</b> Report of Chief Financial Officer (To highlight I&E,CIP variations & remedial actions; liquidity &PDC funding mitigation and financial recovery plan updates )	Assurance Approve any remedial actions	Enclosure F
11.25	<b>Regulatory Escalations/Action Plans Governance Reviews</b>		

Time	Item	Status	Paper
	<p>a) <b>QGF</b> (Director of Corporate Services &amp; Co Sec)  b) <b>Keogh</b> (CEO, Director of Nursing, Medical Director)</p>	Assurance Assurance	Enclosure G Enclosure H
11.40	<p><b>Integrated Performance Report</b>  Report of Director of Operations, Director of HR, Director of Nursing &amp; Quality</p> <ul style="list-style-type: none"> <li>• Workforce Report</li> </ul>	Assurance Approve any remedial actions	Enclosure I Enclosure Iii
<b>Governance, Risk &amp; Assurance</b>			
12.00	<p><b>Monitor Compliance – Declaration Q4</b>  Report of the Executive Medical Director</p> <ul style="list-style-type: none"> <li>• Revalidation <ul style="list-style-type: none"> <li>○ Annual Organisational audit</li> <li>○ Statement of Compliance</li> </ul> </li> </ul>	Assurance	Enclosure J
12.15	<p><b>Scheme of Delegation</b>  Report of the Company Secretary</p>	Approval	Enclosure K
12.25	<p><b>Authorisation to Affix the Trust Seal – Legal requirement</b>  Report of Director of Corporate Services</p>	Approval	Enclosure L
12.30	<b>LUNCH</b>		
1.00	<p><b>Governor Matters</b>  Report of Chairman</p>	Consideration	Verbal
1.10	<p><b>Escalation of Issues from TMB</b>  Report of Chief Executive</p>	Consideration	Verbal
1.20	<p><b>Audit and Assurance Committee</b>  Report of the Committee Chair (last meeting 22 May 2014 )</p>	Consideration	Verbal
1.25	<p><b>Clinical Governance &amp; Quality Committee</b>  Report of the Committee Chair (last meeting 22 May 2014)</p>	Consideration	Verbal
1.35	<p><b>Finance &amp; Performance Committee</b>  Report of the Committee Chair (last meeting 26 March 2014 )</p>	Consideration	Verbal
1.40	<p><b>Questions from members of the public present</b>  (pertaining to items specific to the agenda)</p>	Response	
1.50	<p><b>Communications to wider organisation</b>  (Agree Board decisions requiring communication to Trust)</p>	Agree	
2.00	<b>Any Other Business</b>		
2.10	<p><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> June 2014.</p>		
	<p><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').</p>		
2.10	<b>Close</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 – May 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.

<b>1.</b>	<b>Monitor FTN Bulletin</b>	
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