

## MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

## AGENDA

**Date:** 27 March 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>  • 27 <sup>th</sup> February 2014  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>	Approval	Enclosure C
10.25	<b>Chief Executive's Report</b>	Note	Enclosure D
<b>Quality, Finance, Performance and Strategy</b>			
10.35	<b>Quality &amp; Safety Monthly Report</b> Report of the Director of Nursing & Medical Director To include: • Serious Incidents – new in month and trends • Never Event update • Nursing Investment update	Assurance	Enclosure E
10.55	<b>Regulatory Escalations/Action Plans</b>  1. <b>Governance Reviews</b> a) QGF (Director of Corporate Services & Co Sec) b) Keogh (CEO)  2. <b>CQC Update/Escalations</b> (Director of Nursing)	Approval Assurance  Assurance	Enclosure F Enclosure G  Enclosure H
11.10	<b>Quality Strategy</b> Report of Director of Nursing	Assurance	Enclosure I
11.20	<b>Finance Report</b> Report of Chief Financial Officer	Assurance Approve any remedial actions	Enclosure J

Time	Item	Status	Paper
11.30	<b>Integrated Performance Report</b> Report of Director of Operations, Director of HR, Director of Nursing & Quality	Assurance Approve any remedial actions	Enclosure K
11.45	<b>Service Improvement Strategy / Transformation Agenda</b> Report of the Executive Medical Director	Approval	Enclosure L
12.00	<b>Raising Concerns (Whistleblowing) Report</b> Report of the Director of HR	Approval	Enclosure M
<b>Governance, Risk &amp; Assurance</b>			
12.15	<b>Annual Plan 2014/15 for Submission to Monitor</b> Report of the Director of Strategic Planning & Commercial Development		Verbal / Presentation
12.30	<b>IG Toolkit Report prior to submission/self assessment</b> Report of Chief Financial Officer		Enclosure N
12.45	<b>LUNCH</b>		
1.15	<b>Board Assurance Statement / Framework</b> Report of the Co Secretary <ul style="list-style-type: none"> <li>• Board Assurance Strategy</li> <li>• Board Assurance Framework</li> <li>• Risk Management Strategy</li> </ul>		Enclosure O Enclosure P Enclosure Q
1.30	<b>National NHS staff survey 2013 – Analysis and Action Plan</b> Report of the Director of HR		Enclosure R
1.45	<b>Monitor Quarterly Submission Feedback Letters</b> Report of the Company Secretary	Approval	Enclosure S
1.55	<b>Governor Matters</b> Report of Chairman	Consideration	Verbal
2.05	<b>Escalation of Issues from TMB</b> Report of Chief Executive	Consideration	Verbal
2.15	<b>Audit Committee</b> Report of the Committee Chair (last meeting 26 February 2014)	Consideration	Verbal
2.20	<b>Clinical Governance &amp; Quality Committee</b> Report of the Committee Chair (last meeting 25 March 2014)	Consideration	Verbal
2.25	<b>Risk Assurance Committee</b> Report of the Committee Chair (last meeting 12 March 2014) including verbal update on Risk Management Strategy	Consideration	Verbal
2.30	<b>Finance &amp; Performance Committee</b> Report of the Committee Chair (last meeting 26 March 2014)	Consideration	Verbal
2.35	<b>Questions from members of the public present</b> (pertaining to items specific to the agenda)	Response	Verbal
2.45	<b>Communications to wider organisation</b> (Agree Board decisions requiring communication to Trust)	Agree	Verbal
2.50	<b>Any Other Business</b>		Verbal

Time	Item	Status	Paper
3.00	<b>Date of next meeting</b> The next scheduled meeting of the Board to be held in public will be Thursday 24 <sup>th</sup> April 2014		
	<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').		
3.00	<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 – March 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.	<b>Monitor FTN Bulletin</b>	
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