

## MEETING OF THE BOARD OF DIRECTORS IN PUBLIC

## AGENDA

**Date:** 27 February 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> • 30 <sup>th</sup> January 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>	Note	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
10.50	<b>Regulatory Escalations/Action Plans</b> 1. <b>Governance Reviews</b>  a) <b>KPMG</b> (Chief Financial Officer) b) <b>PWC &amp; QGF</b> (Director of Corporate Services & Co Sec) c) <b>Keogh</b> (CEO, Director of Nursing, Medical Director)  2. <b>CQC Update/Escalations</b> (Director of Nursing) (to include status of Warning Notice & outstanding notices/compliance actions)	Assurance Approval Assurance  Assurance	Enclosure F Enclosure G Enclosure H  Enclosure I
11.20	<b>Finance Report</b> (To highlight I&E, CIP variations & remedial actions; liquidity & PDC funding)	Assurance Approve any remedial	Enclosure J

Time	Item	Status	Paper
	<i>mitigation and financial recovery plan updates )</i> Report of Chief Financial Officer	actions	
11.35	<b>Integrated Performance Report</b> Report of Director of Operations, Director of HR, Director of Nursing & Quality	Assurance Approve any remedial actions	Enclosure K
12.15	<b>Service Improvement Strategy / Transformation agenda</b> Report of Medical Director	Approval	Enclosure L
<b>Governance, Risk &amp; Assurance</b>			
12.30	<b>Governing Documents:</b> <ul style="list-style-type: none"> <li>• <b>Constitution</b></li> <li>• <b>Standing Orders</b></li> </ul> Report of Director of Corporate Services & Company Secretary	Approval Approval	Enclosure M
12.45	<b>Board Committees – Transition</b> Report of Director of Corporate Services & Company Secretary	Approval	Enclosure N
1.00	<b>LUNCH</b>		
1.30	<b>Smoking facilities</b> Report of Chief Executive / Director of Strategic Planning & Commercial development	Consideration	Enclosure O
1.40	<b>Governor Matters</b> Report of Chairman	Consideration	Verbal
1.50	<b>D &amp; I Annual Report</b> Report of Director of HR	Approval	Enclosure P
2.10	<b>Escalation of Issues from TMB/Board</b> Report of Chief Executive	Consideration	Verbal
2.20	<b>Authorisation to Affix the Trust Seal</b> Report of Director of Corporate Services	Approval	Enclosure Q
2.25	<b>Audit Committee</b> Report of the Committee Chair (last meeting 16 January )	Consideration	Verbal
	<b>Clinical Governance &amp; Quality Committee</b> Report of the Committee Chair (last meeting 3 <sup>rd</sup> & 26 <sup>th</sup> February)	Consideration	Verbal
	<b>Risk Assurance Committee</b> Report of the Committee Chair (last meeting)		No meeting in February
	<b>Finance &amp; Performance Committee</b> Report of the Committee Chair (last meeting 26 February )	Consideration	Verbal
2.35	<b>Questions from members of the public present</b> (pertaining to items specific to the agenda)	Response	
2.45	<b>Communications to wider organisation</b> (Agree Board decisions requiring communication to Trust)	Agree	
2.55	<b>Any Other Business</b>		
3.00	<b>Date of next meeting</b> The next scheduled meeting of the Board to be held in public will be Thursday 27 <sup>th</sup> March 2014		

Time	Item	Status	Paper
	<p><b>Exclusion of the Press and Public RESOLUTION</b></p> <p>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>		
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 – January 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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