

BOARD OF DIRECTORS' MEETING (IN PUBLIC) - REVISED

Meeting to be held on Monday 28TH May 2012 at 9.00 am

In the Conference Room at The Queen Elizabeth Hospital, King's Lynn

PRESENTATION

Patient Story

Clinical Presentation from the Trauma Team

1. **Chair's welcome and apologies for absence**
2. **Minutes of last public meeting; 26th March 2012** - to agree the minutes (attached)
3. **Actions monitoring** (attached)
To review the actions monitoring record
4. **Matters Arising not otherwise on the agenda**
5. **Declarations of interest in items on the agenda**
6. **Urgent Matters (SO 3.6 & 5.2)**
7. **CEO's report** (attached)
8. **Chair's update** - verbal

STRATEGIC

9. **Car Parking Strategy** (attached)
For approval – Barbara Cummings, Director of Non-Clinical Services and Performance Management
10. **Monitor Position** – verbal
To update –Patricia Wright, CEO

QUALITY & PERFORMANCE

11. **Joint Committee – 23rd May 2012 - Chair's Key Issues** (to follow – after meeting on 23rd May)
To consider the key Issues discussed at the Joint Committee Meeting held on 23rd May 2012, Kate Gordon, Trust Chair
12. **Patient Safety monthly report** (attached)
To monitor and consider exceptions – Dr Geoff Hunnam, Director of Patient Safety and Medical Director
13. **Infection control monthly report** (attached)
To monitor and consider exceptions – Dr Geoff Hunnam, Director of Patient Safety and Medical Director

14. **Patient Experience monthly report** (attached)
To monitor and consider exceptions – Gwyneth Wilson, Director of Patient Experience and Lead for Nursing and Non-Medical Professionals
 - a. **Patient Stories Checklist** (attached)
 - b. **Inpatient Survey** (to follow)

To review and agree - Gwyneth Wilson, Director of Patient Experience and Lead for Nursing and Non-Medical Professionals
15. **CQC Self-Assessment Declaration** (attached)
To declare the Trust's self-assessed position regarding CQC Compliance – Gwyneth Wilson, Director of Patient Experience and Lead for Nursing and Non-Medical professionals
16. **Performance Dashboard** (to follow)
To monitor and consider exceptions and performance risks - Barbara Cummings, Director of Non-Clinical Services and Performance Management
17. **Performance Monthly report** (to follow)
To monitor and consider exceptions and performance risks - Barbara Cummings, Director of Non-Clinical Services and Performance Management
18. **Workforce Monthly report** (attached)
To monitor and consider exceptions and performance risks – David Stonehouse, Director of Resources
19. **Finance & Investment Committee - Chair's Key Issues from the meeting held 23rd May** (to follow)
To monitor the CKIs and consider escalated issues – Shawn Haney, Chair of the Finance & Investment Committee
20. **Finance & Activity Monthly Report** (attached)
To monitor and consider exceptions and performance risks – David Stonehouse, Director of Resources
21. **Business Sustainability Programme Update** - verbal
To monitor and consider exceptions – Patricia Wright, CEO
22. **Safeguarding Adults / Children** - verbal
To consider the monthly update - Gwyneth Wilson, Director of Patient Experience and Lead for Nursing and Non-Medical Professionals

RISK

23. **Board Assurance Framework Report** (attached)
To endorse the process for development of the revised BAF for 2012 / 13 – Patricia Wright, CEO
24. **Corporate Risk Register** (attached)
To monitor and agree handling of corporate risks scored 20 or over – Geoff Hunnam, Director of Patient Safety and Medical Director

GOVERNANCE

25. a. **Audit Committee Chair's Key Issues** – including recommendations on:

- (i) Draft ISA260 Audit Highlights Memorandum (to receive)
- (ii) External Assurance on the Quality Report 2011/12 (to receive)
- (iii) Letter of Representation (to approve)

- b. **QEH Annual Report 2011/12**
QEH Quality Account 2011/12
QEH Annual Accounts 2011/12

- c. **QEH Annual Plan and Annexes 2012/13**

to follow after Audit
Committee on 23 May 2012

To review and approve – David Stonehouse, Director of Resources and Barbara Cummings, Director of Non-Clinical Services and Performance Management

26. **Board Committee Terms of Reference** (Deferred – June 2012)

To receive and approve - Committee Chairs

27. **NED Recruitment – Skills Assessment** (attached)

To debate and agree – Kate Gordon, Trust Chair

28. **Audit Committee Annual Report** (to follow – after Audit Committee on 23 May 2012)

To note – Neil Harrison, Chair

29. **Board Development Plan** (attached)

To endorse - Kate Gordon, Trust Chair

Date of next (public) Board of Directors' meeting - 30th July 2012, Conference room, 9.00am

Special Resolution: That members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.