

**A Public Meeting of the Trust Board of Directors
 will be held on Tuesday, 24 September 2013, starting at 1.30 pm in the Lecture
 Room, Goole and District Hospital**

For the purpose of transacting the business set out below.

Board Briefing Details:

There will be a Board briefing held from 12.30 pm – 1.30 pm in the same venue, entitled
 “Level 4 Training in Safeguarding” facilitated by Craig Ferris, Head of Safeguarding

NB: This session is not open to members of the public

PUBLIC AGENDA

(Part A)

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| 1. Apologies for Absence | (1 min) | Verbal |
| Dr James Whittingham, Chairman | | |
| 2. Chairman’s Remarks | (2 mins) | Verbal |
| Dr James Whittingham, Chairman | | |
| 3. Declaration of Interests | (2 mins) | Verbal |
| Dr James Whittingham, Chairman | | |
| 4. To Approve the Part A Minutes of the Previous Meeting, 27 August 2013 | (5 mins) | Attached
NLG(13)317 |
| Dr James Whittingham, Chairman | | |
| 5. Matters Arising from the Minutes | | |
| 6. Chief Executive’s Monthly Update for September 2013 | | Attached
NLG(13)318 |
| Karen Jackson, Chief Executive | | |
| 7. Quality and Safety: | | |
| 7.1 Keogh Update | | Attached
NLG(13)319 |
| Wendy Booth, Director of Clinical and Quality Assurance | | |
| 7.2 Monitor Update | | Verbal |
| Karen Jackson, Chief Executive | | |
| 7.3 Monthly Staffing Report | (5 mins) | Attached
NLG(13)320 |
| Dr Neil Pease, Director of OD Workforce and Development | | |
| 7.4 Transparency Project | (5 mins) | Attached
NLG(13)321 |
| Dr Karen Dunderdale, Chief Nurse | | |

Reports from Board Sub Committees:

- 7.5 Quality and Patient Experience Committee (QPEC):**

- 7.5.1 QPEC Highlight Report** (5 mins) Attached
Philip Jackson, Non Executive Director and Dr Karen Dunderdale, Chief Nurse NLG(13)322
- 7.5.2 Supporting Papers:**
- 7.4.2a Monthly Quality Report** (10 mins) Attached
Dr Karen Dunderdale, Chief Nurse NLG(13)323
- 7.5.3 Board Challenge** Verbal
- 7.6 Mortality Performance Committee (MPC):**
- 7.6.1 Mortality Performance Committee Highlight Report** (5 mins) Verbal
Dr James Whittingham, Chairman and Professor Carrock Sewell, Acting Medical Director
- 7.6.2 Supporting Papers:**
- 7.6.2a Mortality Performance Committee Minutes, 21 August 2013** Attached
Professor Carrock Sewell, Acting Medical Director NLG(13)325
- 7.6.2b Monthly Mortality Report** (10 mins) Attached
Professor Carrock Sewell, Acting Medical Director NLG(13)326
- 7.6.2c Action Plan** (5 mins) Verbal
Professor Carrock Sewell, Acting Medical Director
- 7.6.2c Schedule of Monthly 2013 MPC Meetings** Attached
Professor Carrock Sewell, Acting Medical Director NLG(13)328
- 7.6.3 Board Challenge** Verbal
- 7.7 Infection Control Committee (ICC):**
- 7.7.1 Infection Control Committee Highlight Report** Attached
Neil Gammon, Non Executive Director and Professor Carrock Sewell, Acting Medical Director NLG(13)324
- 7.7.2 Supporting Papers:**
- 7.7.2a Infection Control Committee Minutes, 16 September 2013** To Follow
Professor Carrock Sewell, Acting Medical Director NLG(13)329
- 7.7.2b C Diff Action Plan** (5 mins) Attached
Professor Carrock Sewell, Acting Medical Director NLG(13)330
- 7.7.2c MRSA Action Plan** (5 mins) Attached
Professor Carrock Sewell, Acting Medical Director NLG(13)331

7.7.2d Infection Control Annual Report	Attached
Professor Carrock Sewell, Acting Medical Director (Dr Vicca and Dr Cowling attending to present this report)	NLG(13)332
7.7.3 Board Challenge	Verbal
7.8 Trust Governance and Assurance Committee (TG&AC):	
7.8.1 Trust Governance and Assurance Highlight Report	Attached
Neil Gammon, Deputy Chairman and Wendy Booth, Director of Clinical and Quality Assurance	NLG(13)333
7.8.2 Supporting Papers:	
7.7.2a TG&AC Minutes, September 2013	Attached
Neil Gammon, Deputy Chairman and Wendy Booth, Director of Clinical and Quality Assurance	NLG(13)334
7.8.3 Board Challenge	Verbal
8. Strategy and Planning	
8.1 Annual Review of Performance of the Trust Board	Attached
Dr James Whittingham, Chairman and Wendy Booth, Director of Clinical and Quality Assurance	NLG(13)335 <i>(10 mins)</i>
9. Compliance Monitoring:	
<u>Reports from Board Sub Committees:</u>	
9.1 Finance Committee:	
9.1.1 Finance Committee Highlight Report	Attached
Stan Shreeve, Non Executive Director and Mike Rocke, Director of Finance	NLG(13)336
9.1.2 Supporting Papers:	
9.1.2a Performance Compliance, August 2013	Attached
Mike Rocke, Director of Finance	NLG(13)337
9.1.2b Current Trading Position, August 2013	<i>(10 mins)</i> Attached
Mike Rocke, Director of Finance	NLG(13)338
9.1.2c Finance Committee Minutes, August 2013	Attached
Mike Rocke, Director of Finance	NLG(13)339
9.2.3 Board Challenge	Verbal

9.2 Trust Facilities and Information Committee:

9.2.1 Trust Facilities and Information Committee Highlight Report Verbal
 Alan Bell, Non Executive Director and Nigel Myhill, Director of Facilities

9.2.2 Supporting Papers:

9.2.2a Notes from the Trust Facilities and Information Committee, Attached
19 August 2013 (5 mins) NLG(13)340
 Nigel Myhill, Director of Facilities

9.2.3 Board Challenge Verbal

10. Items for Approval:

10.1 Revised Terms of Reference of Trust Governance & Assurance Committee Attached
 Wendy Booth, Director of Clinical and Quality Assurance (5 mins) NLG(13)341

10.2 Annual Review of CQC “Statement of Purpose” Attached
 Wendy Booth, Director of Clinical and Quality Assurance (5 mins) NLG(13)342

10.3 Trust Constitution including change of Trust Name Attached
 Wendy Booth, Director of Clinical and Quality Assurance (10 mins) NLG(13)343

10.4 Council of Governors Engagement Policy Attached
 Wendy Booth, Director of Clinical and Quality Assurance (5 mins) NLG(13)344

10.5 Ratification of Chair and Chief Executive Action Attached
 Wendy Booth, Director of Clinical and Quality Assurance (5 mins) NLG(13)345

11. Matters to be Included in Board Briefing for Governors Verbal
 Dr James Whittingham, Chairman

12. Trust Board Action Log – Part A (5 mins) Attached
 Dr James Whittingham, Chairman NLG(13)346

13. Items for Information (5 mins) Appendix A

14. Any Other Urgent Business (5 mins) Verbal

To be notified to the Chairman/Chief Executive in accordance with Standing Order 14.3.

15. Date and Time of Next Public Trust Board of Directors Meeting:

Date: **Tuesday, 29 October 2013**
 Time: TBC
 Venue: Main Boardroom, Diana Princess of Wales Hospital, Grimsby

*Please notify
 the Chairman’s
 office of any
 apologies for
 this event.*

Note: Members of the public and other stakeholders are asked to note that, whilst meetings of the Trust Board are now held in public, the primary purpose of these meetings is to enable the Trust Board to properly discharge its responsibility and conduct the business of the Trust. The meetings of the Council of Governors is the forum where the Trust Board is held to account and is also therefore the forum where members of the public may attend to ask questions of the Trust Board.

The meeting is expected to close at 4.00 pm.

PROTOCOL FOR CONDUCT OF BOARD BUSINESS

- In accordance with Standing Order 14.2 (2007), any Director wishing to propose an agenda item should send To follow notice 8 clear days before the meeting to the Chairman, who shall then include this item on the agenda for the meeting. Requests made less than 8 days before a meeting may be included on the agenda at the discretion of the Chairman. Divisional Directors and Managers may also submit agenda items in this way.
- In accordance with Standing Order 14.3 (2007), urgent business may be raised provided the Director wishing to raise such business has given notice to the Chief Executive not later than the day preceding the meeting or in exceptional circumstances not later than one hour before the meeting.
- Board members wishing to ask any questions relating to those reports listed under 'Items for Information' should raise them with the appropriate Director outside of the Board meeting. If, after speaking to that Director, it is felt that an issue needs to be raised in the Board setting, the appropriate Director should be given advance notice of this intention, in order to enable him/her to arrange for any necessary attendance at the meeting.

NB: When staff attend Board meetings to make presentations (having been advised of the time to arrive by the Board Secretary), it is intended to take their item next after completion of the item then being considered. This will avoid keeping such people waiting for long periods.

PUBLIC AGENDA (Part A)

APPENDIX A

Listed below is a schedule of documents circulated to all Board members for information.

The Board has previously agreed that these items do not routinely need to feature for discussion on Board agendas, but that any questions arising from these papers should be raised with the responsible Director. If after having done so any Director believes there are matters arising from these documents that warrant discussion within the Board setting, they should contact the Chairman, Chief Executive or Board Administrator, who will include the issue on a future agenda.

13. Items for Information:

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|-------------|--|------------------------|
| 13.1 | Quarterly Nursing Report
Dr Karen Dunderdale, Chief Nurse | Attached
NLG(13)347 |
| 13.2 | The Audit Committee Self Assessment Workshop Results
Mike Rocke, Director of Finance | Attached
NLG(13)348 |