

# Agenda

## A Meeting of the Trust Board of Directors, in Public

To be held on Tuesday 22<sup>nd</sup> December 2015, starting at 2.00 pm  
in the Lecture Theatre, Diana Princess of Wales Hospital

For the purpose of transacting the business set out below

*1.00 to 2.00 pm - Board Briefing: Medical Director's Departmental Update*

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| 1.    | <b>Apologies for Absence</b><br>Dr James Whittingham, Chairman   |           | Verbal                 |
| 2.    | <b>Chairman's Remarks</b><br>Dr James Whittingham, Chairman  |           | Verbal                 |
| 3.    | <b>Declaration of Interests</b><br>Dr James Whittingham, Chairman  |           | Verbal                 |
| 4.    | <b>To Approve the Minutes of the Previous Meeting held on 24<sup>th</sup> November 2015</b><br>Dr James Whittingham, Chairman  |           | Attached<br>NLG(15)525 |
| 5.    | <b>Matters Arising from the Minutes:</b>   |           |                        |
| 6.    | <b>Chief Executive's Monthly Update for December 2015</b><br>Karen Jackson, Chief Executive                                    | (20 mins) | Attached<br>NLG(15)526 |
| 7.    | <b>Quality and Safety:</b>   |           |                        |
| 7.1   | <b>Patient Story – (Mr Smith's Story)</b><br>Jo Loughborough, Quality Matron   | (5 mins)  | Verbal                 |
| 7.2   | <b>Quality Development and Continuous Improvement Plans:</b>   |           |                        |
| 7.2.1 | <b>Quality Development Plan and KPI's</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary                  | (5 mins)  | Attached<br>NLG(15)527 |
| 7.3   | <b>Serious Untoward Incidents including 'Never Events'</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary | (5 mins)  | Attached<br>NLG(15)528 |
| 7.4   | <b>Staffing Reports:</b>   |           |                        |
| 7.4.1 | <b>Staffing Capacity and Capability on our Wards</b><br>Tara Filby, Chief Nurse  | (5 mins)  | Attached<br>NLG(15)529 |
| 7.5   | <b>National Inpatient Survey &amp; Action Plan</b><br>Tara Filby, Chief Nurse  | (5 mins)  | Attached<br>NLG(15)530 |

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Reports from Board Sub Committees:

**7.6 Quality and Patient Experience Committee (QPEC):**

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| <b>7.6.1 QPEC Highlight Report, December 2015</b><br>Alan Bell, Non-Executive Director | (5 mins) | Attached<br>NLG(15)531 |
| <b>7.6.2 Board Challenge</b>   |          | Verbal                 |

**7.7 Mortality Performance & Assurance Committee (MPAC):**

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| <b>7.7.1 Mortality Performance Assurance Committee Highlight Report, December 2015</b><br>Dr James Whittingham, Chairman | (5 mins) | To Follow<br>NLG(15)532 |
| <b>7.7.2 Board Challenge</b>   |          | Verbal                  |

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| <b>7.8 Reflection on a Patient Story</b> | (10 mins) | Verbal |
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**8. Strategy and Planning:**

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|---|-----------|------------------------|
| <b>8.1 Healthy Lives, Healthy Futures Update</b><br>Bob Deans, HLHF Adviser | (10 mins) | Attached<br>NLG(15)533 |
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**9. Compliance Monitoring:**

Reports from Board Sub Committees:

**9.1 Resources Committee:**

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|---|----------|------------------------|
| <b>9.1.1 Resources Committee Highlight Report, December 2015</b><br>Neil Gammon, Non-Executive Director | (5 mins) | Attached<br>NLG(15)534 |
| <b>9.1.2 Board Challenge</b>  |          | Verbal                 |

**9.2 Trust Governance and Assurance Committee (TGAC):**

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|--|----------|------------------------|
| <b>9.2.1 TGAC Highlight Report, December 2015</b><br>Anne Shaw, Non-Executive Director | (5 mins) | Attached<br>NLG(15)535 |
| <b>9.2.3 Board Challenge</b>   |          | Verbal                 |

**9.3 Charitable Funds Committee:**

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| 9.3.1 | <b>Charitable Funds Highlight Report, November 2015</b><br>Dr James Whittingham, Chairman   | Attached<br>NLG(15)554               |
| 9.4   | <b>Audit Committee:</b>   |                                      |
| 9.4.1 | <b>Audit Committee Highlight Report, December 2015</b><br>Stan Shreeve, Non-Executive Director  | Attached<br>NLG(15)555               |
| <br>  |   |                                      |
| 10.   | <b>Items for Approval</b>   |                                      |
| 10.1  | <b>Estates Strategy 2015 - 2020</b><br>Jug Johal, Director of Estates & Facilities  | (5 mins)<br>Attached<br>NLG(15)536   |
| 10.2  | <b>Sustainable Development Management Plan</b><br>Jug Johal, Director of Estates & Facilities   | (5 mins)<br>Attached<br>NLG(15)537   |
| 10.3  | <b>Travel Plan</b><br>Jug Johal, Director of Estates & Facilities   | (5 mins)<br>Attached<br>NLG(15)538   |
| 10.4  | <b>Contribution of £61.5k from Big Red Heart Fund towards Cardiology Day Case Unit Scheme (CDCU)</b><br>Dr James Whittingham, Chairman                      | Attached<br>NLG(15)539               |
| 10.5  | <b>Division of Responsibilities between the Chairman &amp; Chief Executive</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary (5 mins) | Attached<br>NLG(15)540               |
| 11.   | <b>Matters to be Included in the Board Briefing for Governors</b><br>Dr James Whittingham, Chairman   | (5 mins)<br>Verbal                   |
| 12.   | <b>Trust Board Action Log – Public</b><br>Dr James Whittingham, Chairman  | (5 mins)<br>Attached<br>NLG(15)541   |
| 13.   | <b>Items for Information</b><br>Dr James Whittingham, Chairman  | (5 mins)<br>Please see<br>Appendix A |
| 14.   | <b>Any Other Business</b>   | Verbal                               |
| 15.   | <b>Date and Time of the Next Meeting</b>  | Verbal                               |

The next meeting will be held on Tuesday 26<sup>th</sup> January 2016, in the Boardroom, Scunthorpe General Hospital – start time to be confirmed.

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**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 5.00 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.*

## APPENDIX A

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

The Board has previously agreed 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:**

*(To note)*

#### **13.1 Documents Signed under Seal**

Wendy Booth, Director of Performance Assurance & Trust Secretary

Attached  
NLG(15)542

#### **Sub-Committee Supporting Papers**

#### **QPEC**

#### **13.2 QPEC Minutes, December 2015**

Tara Filby, Chief Nurse

Attached  
NLG(15)543

#### **13.3 Monthly Quality Report, December 2015**

Tara Filby, Chief Nurse

Attached  
NLG(15)544

# Agenda

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## MPAC

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|--|-------------------------|
| <b>13.4 Mortality Performance Assurance Committee Minutes, December 2015</b><br>Lawrence Roberts, Medical Director | To Follow<br>NLG(15)545 |
| <b>13.5 Monthly Mortality Report, December 2015</b><br>Lawrence Roberts, Medical Director                          | Attached<br>NLG(15)546  |

## Resources Committee

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|---|------------------------|
| <b>13.6 Resources Committee Minutes, November 2015</b><br>Dr Karen Dunderdale, Deputy Chief Executive   | Attached<br>NLG(15)547 |
| <b>13.7 Month 8 Finance Update</b><br>Marcus Hassall, Director of Finance   | Attached<br>NLG(15)548 |
| <b>13.8 Sustainability Plan Update</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary<br>& Marcus Hassall, Director of Finance | Attached<br>NLG(15)549 |
| <b>13.9 Monthly Staffing Report, December 2015</b><br>Jane Heaton, Interim Director of HR   | Attached<br>NLG(15)550 |

## TGAC

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|--|------------------------|
| <b>13.10 TGAC Minutes, December 2015</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary       | Attached<br>NLG(15)551 |
| <b>13.11 Trust Assurance Framework</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary         | Attached<br>NLG(15)552 |
| <b>13.12 Performance Report, November 2015</b><br>Wendy Booth, Director of Performance Assurance & Trust Secretary | Attached<br>NLG(15)553 |