

A meeting of the Trust Board of Directors – Part 1

To be held on Tuesday, 27 February 2018 at 9.00 am – 12.00 pm
in the Main Boardroom at the Diana Princess of Wales Hospital

Walkabout - 12.30 pm – 1.00 pm

For the purpose of transacting the business set out below.

1. Business Items

<p>1.1 Chair's Opening Remarks Anne Shaw, Chair</p> <p>1.2 Apologies for Absence Anne Shaw, Chair</p> <p>1.3 Declarations of Interest Anne Shaw, Chair</p> <p>1.4 To approve the minutes of the previous public meeting held on 30 January 2018 Anne Shaw, Chair</p> <p>1.5 Matters Arising: Anne Shaw, Chair</p> <p style="padding-left: 20px;">1.5.1 Proposed Changes to Meeting Structures – Workforce Oversight Wendy Booth, Director of Governance and Assurance and Trust Secretary</p> <p>1.6 Trust Board Action Log – Public Anne Shaw, Chair</p> <p>1.7 Updated Register of Directors' Interest Wendy Booth, Director of Governance and Assurance and Trust Secretary</p> <p>1.8 Guardian of Safe Working Hours Report Quarterly Report Bryony Simpson, Guardian of Safe Working Hours</p> <p>1.9 Non Executive Director (NED) Role Adjustments:</p> <p style="padding-left: 20px;">1.9.1 NED Alignment to Divisions Anne Shaw, Chair</p> <p style="padding-left: 20px;">1.9.2 Review of NED Challenge and Support Roles Anne Shaw, Chair</p> <p>1.10 Chief Executive's Briefing Dr Peter Reading, Chief Executive</p> <p style="padding-left: 20px;">1.10.1 CQC Update Wendy Booth, Director of Governance and Assurance and Trust Secretary</p>	<p>Verbal</p> <p>Verbal</p> <p>Verbal</p> <p>Attached NLG(18)044</p> <p>Verbal</p> <p>Attached NLG(18)045</p> <p>Attached NLG(18)046</p> <p>Attached NLG(18)047</p> <p>Attached NLG(18)048</p> <p>Attached NLG(18)049</p> <p>Attached NLG(18)050</p> <p>Verbal</p> <p>Verbal</p>	<p>25 mins</p> <p>10 mins</p>
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2. Quality and Safety			
2.1 Patient's Story and Reflection Jo Loughborough, Quality Matron	Verbal	} 45 mins	
2.2 Quality Special Measures Progress Report:			
2.2.1 Quality and Safety: Executive Highlight Report* Tara Filby, Chief Nurse	Attached NLG(18)051		
2.3 Mortality Improvement Plan Dr Kate Wood, Acting Medical Director	Attached NLG(18)052		
2.3.1 Quarterly Learning From Deaths Progress Report Dr Kate Wood, Acting Medical Director	Attached NLG(18)053		
2.4 Quality and Safety Committee Highlight Report and Board Challenge Tony Bramley, Non Executive Director	Attached NLG(18)054		
3. Strategy and Planning			
3.1 Service Strategy: Executive Highlight Report* Richard Sunley, Deputy Chief Executive	Attached NLG(18)055	} 15 mins	
3.2 Refreshing NHS Plans: 2018 / 19 Planning Guidance Marcus Hassall, Director of Finance and Pam Clipson, Director of Strategy and Planning	Attached Presentation		
Comfort Break – 5 minutes			
4. Leadership, OD and Culture			
4.1 Workforce, OD and Culture: Executive Highlight Report* Jayne Adamson, Director of People and Organisational Effectiveness	Attached NLG(18)056	} 20 mins	
4.2 Draft Board Development Programme Jayne Adamson, Director of People and Organisational Effectiveness	Attached NLG(18)057		
4.3 Freedom to Speak Up:			
4.3.1 National Guardians Office: Case Review Report and Trust Improvement Plan Jayne Adamson, Director of People and Organisational Effectiveness and Wendy Booth, Director of Governance and Assurance and Trust Secretary	Attached NLG(18)058		
4.3.2 NLG Freedom to Speak Up Guardian's Quarterly Report Mekani Hemadri, Freedom to Speak Up Guardian	Attached NLG(18)059		
4.4 Workforce Committee Highlight Report and Board Challenge Sandra Hills, Non Executive Director	Attached NLG(18)060		
5. Access and Flow			
5.1 Access and Flow: Executive Highlight Report* Richard Sunley, Deputy Chief Executive	Attached NLG(18)061	} 20 mins	
5.1.1 Winter Planning Progress Report Sue Barnett, Operational Lead for the Trust	Presentation		
5.1.2 Clinical Harm Review Process Progress Report Richard Sunley, Deputy Chief Executive, Louise Glover, Project Director and Steven Griffin, Associate Medical Director for Clinical	Attached Presentation		

Support Services

5.1.3 62 Day Cancer Performance Progress Report Verbal 5 mins
Richard Sunley, Deputy Chief Executive

6. Finance

6.1 Financial Special Measures Recovery Plan Progress Report:

6.1.1 Finance: Executive Highlight Report* Marcus Hassall, Director of Finance	NLG(18)062	} 15 mins
6.1.2 2018/19 Cost Improvement Programme Marcus Hassall, Director of Finance	Verbal	
6.1.3 2018/19 Budget Setting Marcus Hassall, Director of Finance	Attached NLG(18)075B	
6.2 Finance and Performance Committee Highlight Report and Board Challenge - January 2018 Linda Jackson, Non Executive Director	Attached NLG(18)063	}
6.3 Audit, Risk and Governance Committee Highlight Report - February 2018 Stan Shreeve, Non Executive Director	Attached NLG(18)064	

7. Items for Approval

7.1 Being Open and Duty of Candour Policy Wendy Booth, Director of Governance and Assurance and Trust Secretary	Attached NLG(18)065	} 20 mins
7.2 Gender Pay Gap Report Jayne Adamson, Director of People and Organisational Development	Attached NLG(18)066	
7.3 Equality and Diversity Strategy Jayne Adamson, Director of People and Organisational Development	Attached NLG(18)067	
7.4 Delegated Authority for Accounts Marcus Hassall, Director of Finance	Attached NLG(18)068	
7.5 DH Loan Agreement - Diagnostic Programme Part 1 Marcus Hassall, Director of Finance	Attached NLG(18)069	

8. Items for Information to Note (please refer to Appendix A)
Anne Shaw, Chair

9. Matters to be included in the Board Briefing for Governors
Anne Shaw, Chair

10. Any Other Urgent Business

11. Date and Time of the Next Public Meeting:
Tuesday, 27 March 2018 at 9.00 am
In the Lecture Room, Goole and District Hospital

***The following additional papers in support of the Executive Highlight Reports can be found in Appendix A:**

- Integrated Performance Report
- Improving Together Progress Report

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 that these items will be included within the Board papers for information. They do not routinely need to feature for discussion on Board agendas but 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.

8. Items for Information / To Note

Sub-Committee Supporting Papers:

Quality and Safety Committee

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| 8.1 | Quarterly Nursing Update
Tara Filby, Chief Nurse | Not required as submitted at the January Trust Board | NLG(18)070 |
| 8.2 | Monthly Mortality Report
Dr Kate Wood, Acting Medical Director | | Attached
NLG(18)071 |
| 8.3 | Public Minutes of the Quality and Safety Committee – January 2018
Tara Filby, Chief Nurse | | Attached
NLG(18)072 |
| 8.4 | Monthly Capacity and Capability on our Wards
Tara Filby, Chief Nurse | | Attached
NLG(18)073 |

Workforce and Sustainability Transformation Committee

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| 8.5 | Monthly Staffing Report
Jayne Adamson, Director of People and Organisational Effectiveness | | Attached
NLG(18)074 |
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Finance and Performance

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| 8.6 | Month 10 Progress Report
Marcus Hassall, Director of Finance | | Attached
NLG(18)075A |
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Audit, Risk and Governance

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| 8.7 | Audit, Risk and Governance Committee Minutes, December 2017
Marcus Hassall, Director of Finance | | Attached
NLG(18)076 |
| 8.8 | Audit, Risk and Governance Annual Self-Assessment Exercise 2018
Marcus Hassall, Director of Finance | | Attached
NLG(18)077 |

Other

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| 8.9 | Integrated Performance Report
Richard Sunley, Deputy Chief Executive | | Attached
NLG(18)078 |
| 8.10 | Improving Together Report
Obi Hasan, Turnaround Director | | Attached
NLG(18)079 |
| 8.11 | Minutes of the System Improvement Board held on 6 February 2018
Dr Peter Reading, Chief Executive Officer | | Attached
NLG(18)080 |