

A meeting of the Trust Board of Directors – Part 1

To be held on Tuesday, 28 August 2018 at 10.00 am – 1.00 pm
in the Main Boardroom at Diana Princess of Wales Hospital

Briefing – 1.30 pm – 2.30 pm: Review of the Trust's Strategic Objectives and the BAF & Risk Register
For the purpose of transacting the business set out below

1.	Patients' Stories		
	1.1 Patients' Story and Reflection Jo Loughborough, Quality Matron <i>(To receive and consider the learning from a patient experience story)</i>	Verbal	15 mins
2.	Business Items		
	2.1 Chair's Opening Remarks Anne Shaw, Chair	Verbal	10 mins
	2.2 Apologies for Absence Anne Shaw, Chair <i>(To note apologies)</i>	Verbal	
	2.3 Declarations of Interest Anne Shaw, Chair <i>(To note any new declarations to the Directors' register of interests and declaration of interest in any of the agenda items)</i>	Verbal	
	2.4 To approve the minutes of the previous Public meeting held on 31 July 2018 Anne Shaw, Chair <i>(To approve or amend the minutes of the previous meeting)</i>	NLG(18)294 Attached	
	2.5 To approve the minutes of the Annual Board Provider Licence Self-Certification Meeting held on 19 June 2018 Anne Shaw <i>(To approve or amend the minutes of the Annual Board Provider Licence Self-Certification meeting)</i>	NLG(18)295 Attached	
	2.6 Matters Arising Anne Shaw, Chair <i>(To discuss any matters arising from the minutes that are not on the agenda)</i>	Verbal	
	2.7 Trust Board Action Log – Public Anne Shaw, Chair <i>(To consider progress against actions agreed at previous meetings)</i>	NLG(18)296 Attached	
	2.8 Chief Executive's Briefing Dr Peter Reading, Chief Executive <i>(To receive a report on relevant national, regional and local developments to note)</i>	Verbal	
3.	Board Governance & Assurance		
	No specific items for discussion		
4.	Performance & Improvement		
	4.1 Integrated Performance Report Shaun Stacey, Chief Operating Officer To note performance against key indicators and to receive assurance about the actions being taken to recover areas of exception to expected performance. The following specific areas will be discussed: <ul style="list-style-type: none"> • Introduction & Changes to Report Format (Shaun Stacey, Chief Operating Officer) • Performance including waiting list performance (Shaun Stacey, Chief Operating Officer) • Quality & Safety Including Safer Staffing (Kate Wood, Acting Medical Director & Tara Filby, Chief Nurse) • Workforce (Jayne Adamson, Director of People & Organisational Effectiveness) • Finance (Marcus Hassall, Director of Finance) 	NLG(18)297 Attached	20 mins

	4.1.1 Winter Plan Shaun Stacey, Chief Operating Officer & Sue Barnett, Operational Improvement Director <i>(To receive a briefing on Winter Planning preparations)</i>	Verbal	5 mins
	4.2 Improving Together Progress Report Obi Hasan, Turnaround Director & Workstream SROs <i>(To note progress against agreed improvement actions and Key Performance Indicators and to receive assurance about the actions being taken to recover areas of exception to expected improvement)</i>	NLG(18)298 Attached	5 mins
5.	Quality & Safety		
	5.1 Mortality Briefing Kate Wood, Acting Medical Director <i>(To receive a briefing on Mortality Improvement actions)</i>	NLG(18)299 Attached	5 mins
	5.2 Guardian of Safe Working Quarterly Report, May – August 2018 Kate Wood, Acting Medical Director <i>(To receive the annual report on safe working)</i>	NLG(18)300 Attached	5 mins
	5.3 Quality & Safety Committee Highlight Report and Board Challenge – August 2018 Tara Filby, Chief Nurse & Tony Bramley, Non-Executive Director & Chair of the Quality & Safety Committee <i>(To report issues from the Finance & Performance Committee requiring escalation by exception to the Trust Board for discussion and agreement of any required actions)</i>	NLG(18)301 Attached	5 mins
6.	Strategy & Planning		
	6.1 Changes to the Strategic Plan for the Cancer Alliance Shaun Stacey, Chief Operating Officer <i>(To note changes to the Strategic Plan for the Cancer Alliance)</i>	NLG(18)302 Attached	5 mins
Comfort Break – 5 mins			
7.	Leadership & Culture		
	7.1 Directorate of Operations Leadership & Governance Structure		
	7.1.1 Review of Operational Management Structure Progress Report Shaun Stacey, Chief Operating Officer <i>(To receive a progress report on changes to operational management structures)</i>	Verbal	10 mins
	7.1.2 KPMG Review of Divisional Governance Arrangements Wendy Booth, Director of Governance & Assurance & Trust Secretary & KPMG Representative, Sophie Whelan <i>(To provide the outcome to the Trust Board of the review of the divisional governance arrangements and to advise of proposed next steps in response to the recommendations)</i>	NLG(18)303 Attached	20 mins
	7.2 Review of Meeting Structures Wendy Booth, Director of Governance & Assurance & Trust Secretary and Shaun Stacey, Chief Operating Officer <i>(To update the Board on progress with the review of wider meeting structures including the performance management meeting structure)</i>	NLG(18)304 Attached	10 mins
	7.3 Trust Response to the Well Led Review Wendy Booth, Director of Governance & Assurance & Trust Secretary <i>(To provide a progress report for the Trust Board on the Trust's response to the recommendations arising from the Well Led Review completed in October 2017)</i>	NLG(18)305 Attached	10 mins
	7.4 Board Development Programme Jayne Adamson, Director of People & Organisational Effectiveness <i>(To approve the Board Development Programme)</i>	NLG(18)306 Attached	5 mins
8.	Finance		
	8.1 Finance 2018 / 19 – Month 4 Marcus Hassall, Director of Finance <i>(The report highlights the reported financial position at Month 4 of the 2018/19 reporting period)</i>	NLG(18)307 Attached	
	8.2 Finance & Performance Committee Highlight Report & Board Challenge, August 2018 Linda Jackson, Non-Executive Director & Chair of the Finance & Performance Committee <i>(To report issues from the Finance and Performance Committee requiring escalation by exception to the Trust Board for discussion and agreement of any required actions)</i>	NLG(18)308	15 mins
9.	Items for Approval		
	9.1 Annual Review of Health & Safety Policy Statement Bill Parkinson, Head of Fire, Health & Safety <i>(To approve the amended Policy Statement)</i>	NLG(18)309 Attached	5 mins
	9.2 Workforce Transformation Committee, Terms of Reference Sandra Hills, Non-Executive Director and Jayne Adamson, Director of People and Organisational Effectiveness <i>(To approve the Terms of Reference of the Workforce Transformation Committee)</i>	NLG(18)310 Attached	5 mins
	9.3 Quality & Safety Committee, Terms of Reference Tony Bramley, Non-Executive Director <i>(To approve the amended Terms of Reference of the Quality and Safety Committee)</i>	NLG(18)311 To the Trust Board October	

	9.4 Audit, Risk & Governance Committee, Terms of Reference Nick Mapstone, Non-Executive Director <i>(To approve the amended Terms of Reference of the Audit, Risk and Governance Committee)</i>	NLG(18)312 Attached	5 mins
	9.5 EPRR Annual Report 2017-18 Shaun Stacey, Chief Operating Officer, Graham Jaques, Resilience Manager & Matthew Overton, Emergency Planning and Local Security Management Specialist <i>(To note and approve the annual report and work plan)</i>	NLG(18)313 Attached	5 mins
	9.6 E-prescribing and Medicine Administration (EPMA) - Trust Board Support for Application for funding Shaun Stacey, Chief Operating Officer <i>(To approve the application for funding)</i>	NLG(18)333 Attached	5 mins
10.	Items for information / To Note (please refer to Appendix A) Anne Shaw, Chair <i>(To note items for information)</i>	To Note	5 mins
11.	Any Other Urgent Business Anne Shaw, Chair <i>(To discuss any other urgent items of business)</i>	Verbal	
12.	Board Performance and Reflection Anne Shaw, Chair	Chair	
	To consider the performance of the Trust Board, including asking: <ul style="list-style-type: none"> • Has the Board focussed on the appropriate agenda items? Are there any item(s) missing or not given enough attention? • Where appropriate, have relevant items been debated at the relevant Board assurance Sub-Committee prior to being submitted to the Trust Board? • Are Board members satisfied with the quality of papers: <ul style="list-style-type: none"> - Is the purpose and content clear? - Are papers clear on the Board action required? • Would Board members wish to see any amendments to the amended board paper front sheet? 	Verbal	5 mins
13.	Date and Time of the Next Meeting:		
	Tuesday, 25 September 2018 at 10.00 am In the Lecture Room at Goole and District Hospital		

PROTOCOL FOR CONDUCT OF BOARD BUSINESS

- In accordance with Standing Order 14.2 (2007), any Director wishing to propose an agenda item should send it with 8 clear days notice 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.

10.	Items for Information / To Note	
	<i>Sub-Committee Supporting Papers:</i>	
	<u>Quality and Safety Committee:</u>	
10.1	Monthly Mortality Report Dr Kate Wood, Acting Medical Director <i>(For Information and Assurance)</i>	NLG(18)314 Attached
10.2	Public Minutes of the Quality and Safety Committee – July 2018 Tony Bramley, Non-Executive Director	NLG(18)315 Attached
10.3	Monthly Capacity and Capability on our Wards Tara Filby, Chief Nurse <i>(To note the report and any actions)</i>	NLG(18)316
10.4	Monthly Staffing Report Jayne Adamson, Director of People and Organisational Effectiveness	NLG(18)317 Attached
10.5	Quarterly Chief Nurse Directorate Update Tara Filby, Chief Nurse	NLG(18)318 Attached
	<u>Finance and Performance Committee</u>	
10.6	Internal Audit Plan 2018/19 Marcus Hassall, Director of Finance <i>(To provide the Trust Board with a revised ARG Committee workplan)</i>	NLG(18)319 Attached
10.7	Finance & Performance Committee – Annual Evaluation Linda Jackson, Non-Executive Director <i>(An annual evaluation of the Finance & Performance Committee)</i>	NLG(18)320 For September Trust Board
	<u>Audit, Risk and Governance Committee</u>	
10.8	Audit, Risk & Governance Committee Minutes – May 2018 Marcus Hassall, Director of Finance	NLG(18)321 Attached
	<u>Other</u>	
10.9	Annual Revalidation Report Dr Kate Wood, Acting Medical Director	NLG(18)322 Attached