

# Board of Directors Meeting in Public Agenda

**Date:** Thursday 28 January 2016 at 1:30pm – 4:15pm  
**Venue:** Rooms 2&3 Post-Grad Colchester General Hospital

This meeting is open to the public and the press. The agenda is also available on the Colchester Hospital University NHS Foundation Trust Website [www.colchesterhospital.nhs.uk](http://www.colchesterhospital.nhs.uk). Click on 'Publications' on the Home Page and then click on 'Board Papers'. Scroll down the list to the relevant meeting date and click on any of the links which are underlined in blue font.

The room is equipped with an Induction Loop. If you have any other access requirements or require these documents in another format, please contact the Committee Co-ordinator via [info@colchesterhospital.nhs.uk](mailto:info@colchesterhospital.nhs.uk) or 01206 742347 before the meeting takes place.

TIME	ITEM	SUBJECT	REPORT OF	ACTION	
	1	<b>STANDING ITEMS</b>			
1:30 to 2:30	1.1	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	Chairman	-	-
	1.2	<b>DECLARATIONS OF INTEREST</b> To note any new declarations of interest	Chairman	-	-
	1.3	<b>CQC REPORT</b> To read the statement of the CEO and to receive questions from members of the public	Deputy Chief Executive	Note	<b>A</b>
	1.4	<b>PRELIMINARY IMPROVEMENT PLAN</b>	Deputy Chief Executive	Note	<b>Verbal</b>
	1.5	<b>PUBLIC QUESTIONS</b>	Chairman	Listen & Note	<b>Verbal</b>
	1.6	<b>DRAFT MINUTES OF LAST MEETING</b> To confirm and sign the draft minutes of the meeting held on 26 November 2015	Chairman	Approve	<b>B</b>
	1.7	<b>ACTION CHECKLIST</b> To note the Action Checklist	Chairman	Note	<b>C</b>
	1.8	<b>PRIVATE BOARD MEETING</b> To give a verbal update of matters discussed in the private part of the Board Meeting	Chairman	Note	<b>Verbal</b>

TIME	ITEM	SUBJECT	REPORT OF	ACTION	
<b>2 FOR ASSURANCE</b>					
2:30 to 3:30	2.1	<b>BOARD PERFORMANCE REPORTS AND BOARD COMMITTEE ASSURANCE</b> <b>(A) QUALITY AND PATIENT SAFETY</b> The Director of Nursing and Medical Director to report, followed by the report of the chair of the Quality and Patient Safety assurance committee on the meetings of 17 December 2015 and 22 January 2016 <b>(B) FINANCE</b> The Director of Finance to report, followed by the report of the chair of the Finance & Performance assurance committee on the meetings of 20 January 2016 <b>(C) OPERATIONAL PERFORMANCE</b> The Chief Operating Officer to report followed by the report of the chair of the Finance & Performance assurance committee on the meetings of 20 January 2016 <b>(D) WORKFORCE</b> The Director of HR and OD to report followed by the report of the chair of the People and OD assurance committee 20 January 2016	Executive Directors/  Assurance Committee Chairs	Assurance	D  E  F  G
<b>3 FOR APPROVAL</b>					
3:30 to 4:00	3.1	<b>END OF LIFE CARE STRATEGY</b> To approve the strategy	Dr Angela Tillett	Approve	To Follow
	3.2	<b>BOARD ASSURANCE FRAMEWORK &amp; FORWARD PLAN</b> To approve the proposal	Dr Ann Alderton	Approve	H
<b>4 FOR REPORT/DISCUSSION</b>					
4:00 to 4:15	4.1	<b>Monitor Submission – Quarter 3</b> To receive the report	Director of Finance	Note	I
	4.2	<b>CHAIRMAN REPORT</b> To discuss a report on current issues	Chairman	Note	J
	4.3	<b>CEO REPORT</b> To discuss a report on current issues	Deputy CEO	Note	K
<b>5 FOR INFORMATION</b>					
	5.1	<b>SEALING OF DOCUMENTS</b>	Company Secretary	Note	-

<b>TIME</b>	<b>ITEM</b>	<b>SUBJECT</b>	<b>REPORT OF</b>	<b>ACTION</b>	
	<b>5</b>	<b>FOR INFORMATION</b>			
	<b>5.2</b>	<b>ANY OTHER BUSINESS</b> To consider any other matters which, in the opinion of the Chair, should be considered as a matter of urgency.	-	-	-
	<b>5.3</b>	<b>DATE OF NEXT MEETING</b> 25 February 2016, PGMC Rooms 2 & 3	-	-	-