

# Board of Directors Meeting in Public

Thursday 15 May 2014 at 11.00am  
Training Rooms South, Colchester General Hospital

## Agenda

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 Company Secretary via [info@colchesterhospital.nhs.uk](mailto:info@colchesterhospital.nhs.uk) or 01206 742733 before the meeting takes place.

| ITEM   | TITLE  | REPORT OF                                | ACTION  | ENC    |
|--|--|--|---------|--------|
| 1.   | <b>WELCOME AND APOLOGIES FOR ABSENCE</b><br><b>ANY ITEMS OF PATIENT SAFETY OR CONCERN</b>  | Chair                                    | Note    | Verbal |
| 2.   | <b>DECLARATIONS OF INTEREST</b><br>To note the updated declaration of interest log   | Chair                                    | Note    | Verbal |
| 3.   | <b>PUBLIC QUESTIONS</b><br>To receive questions from members of the public of information or clarification relating only to matters on the Agenda. | -  | Receive | Verbal |
| 4.   | <b>MINUTES OF THE MEETING HELD ON</b><br>To confirm and sign the minutes of the meeting held on 10 April 2014                                      | Chair                                    | Approve | Enc    |
| 5.   | <b>MATTERS ARISING AND ACTION LOG</b><br>To discuss progress on actions agreed.  | Chair                                    | Discuss | Enc    |
| 6.   | <b>CHAIR'S REPORT</b><br>To discuss a report on current issues, including Council of Governors activity.   | Chair                                    | Receive | Enc    |
| 7.   | <b>CHIEF EXECUTIVE'S REPORT</b><br>To discuss a report on current status and priorities  | Chief Executive                          | Receive | Enc    |
| <b>STRATEGIC OBJECTIVE 1: PROVIDING THE BEST NHS CARE FOR OUR PATIENTS (QUALITY)</b> |  |  |         |        |
| 8.   | <b>PATIENT STORY</b><br>To learn from patient experience via a patient story   | Director of Nursing & Patient Experience | Discuss | -      |
| 9.   | <b>DELOITTE INDEPENDENT REVIEW OF RISK MANAGEMENT ARRANGEMENTS</b>   | Director of Nursing &                    | Discuss | Enc    |

|   |  |  |         |     |
|---|--|--|---------|-----|
|   | To note the recommendations of the review and the actions taken to address them  | Patient Experience                               |         |     |
| 10.   | <b>BOARD ASSURANCE FRAMEWORK AND CORPORATE RISK REGISTER</b><br>To discuss the risks to the strategic objectives and mitigating actions                | Director of Nursing & Patient Experience         | Discuss | Enc |
| 11.   | <b>CANCER ACTION PLAN MONTHLY SUBMISSION</b><br>To receive the Cancer Action Plan submission   | Medical Director                                 | Receive | Enc |
| 12.   | <b>KEOGH ACTION PLAN MONTHLY SUBMISSION</b><br>To receive the Keogh Action Plan submission.  | Director of Nursing & Patient Experience         | Receive | Enc |
| 13.   | <b>SERIOUS INCIDENTS, COMPLAINTS &amp; PALS REPORT</b><br>To discuss a report detailing the substance, trends and learning themes of Complaints & PALS | Director of Nursing & Patient Experience         | Discuss | Enc |
| 14.   | <b>ESSEX COUNTY HOSPITAL TRANSFER OF SERVICES</b><br>To approve actions for progressing the project  | Finance Director                                 | Approve | Enc |
| <b>STRATEGIC OBJECTIVE 2: REALISING THE POTENTIAL OF OUR WORKFORCE AND BEING A GREAT AND SAFE PLACE TO WORK</b>                             |  |  |         |     |
| 15.   | <b>TALENT MAPPING</b><br>To discuss the draft Talent Mapping programme   | Director of HR                                   | Discuss | Enc |
| <b>STRATEGIC OBJECTIVE 3: EXCEEDING ALL LOCAL AND NATIONAL TARGETS FOR SERVICE DELIVERY</b>   |  |  |         |     |
| 16.   | <b>QUARTER 4 PERFORMANCE EXCEPTION REPORT</b><br>To discuss a report on the Trust quarter 4 performance to include Cancer, RTT & ED Performance        | Executive Directors / Assurance Committee Chairs | Discuss | Enc |
| <b>STRATEGIC OBJECTIVE 4: ACHIEVE THE BEST IN NHS CARE AT BEST VALUE</b>  |  |  |         |     |
| 17.   | <b>TURNAROUND PROGRAMME AND CIPS – MONTHLY UPDATE</b><br>To note the monthly progress update   | Turnaround Director                              | Note    | Enc |
| <b>STRATEGIC OBJECTIVE 5: BECOME AN EXEMPLAR HOSPITAL WHICH SUPPORTS AND ADVISES OTHER HEALTHCARE PROVIDERS BOTH LOCALLY AND NATIONALLY</b> |  |  |         |     |
|   | No report on this agenda.  |  |         |     |
| <b>STRATEGIC OBJECTIVE 6: ACHIEVING INNOVATIVE AND ACADEMIC EXCELLENCE BY EXPANDING THE BOUNDARIES OF HEALTHCARE</b>                        |  |  |         |     |
|   | No report on this agenda.  |  |         |     |

**LEGAL AND REGULATORY**

|     |   |                   |         |     |
|-----|---|-------------------|---------|-----|
| 18. | <b>COMMITTEE MEMBERSHIP</b><br>To approve the membership of the Committees                  | Company Secretary | Approve | Enc |
| 19. | <b>FIT AND PROPER PERSON AND DUTY OF CANDOUR REGULATIONS</b><br>To note the new regulations | Company Secretary | Note    | Enc |
| 20. | <b>DOCUMENTS SEALED</b><br>To note the sealed documents                                     | Company Secretary | Note    | Enc |

**REPORTING COMMITTEES**

|     |  |                 |         |           |
|-----|--|-----------------|---------|-----------|
| 21. | <b>QUALITY &amp; PATIENT SAFETY COMMITTEE</b><br>To note the minutes of the meetings held on 29 April 2014 and to receive a verbal update from the Committee Chair and Lead Executive Director on any exceptions.            | Committee Chair | Note    | To follow |
| 22. | <b>FINANCE COMMITTEE</b><br>To note the minutes of the meetings held on 26 February 2014, 1 April 2014, 29 April 2014 and to receive a verbal update from the Committee Chair and Lead Executive Director on any exceptions. | Committee Chair | Note    | Enc       |
| 23. | <b>PEOPLE &amp; ORGANISATIONAL DEVELOPMENT COMMITTEE</b><br>To note the minutes of the meeting held on 25 April 2014 and to receive a verbal update from the Committee Chair and Lead Executive Director on any exceptions.  | Committee Chair | Note    | Enc       |
| 24. | <b>PUBLIC QUESTIONS</b><br>To receive questions from members of the public regarding matters discussed at the meeting.   | -               | Receive | Verbal    |
| 25. | <b>ANY OTHER BUSINESS</b><br>To consider any other matters which, in the opinion of the Chair, should be considered as a matter of urgency.  |                 |         |           |
| 26. | <b>DATE OF NEXT MEETING</b><br>23 May 2014 (to receive the Annual Accounts)<br>12 June 2014, Training Rooms South, CGH   |                 |         |           |