

Board of Directors Meeting in Public Agenda

Date: Thursday 13 November 2014 at 2.30pm
Venue: Training Rooms South, 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. 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 Assistant Company Secretary via info@colchesterhospital.nhs.uk or 01206 742733 before the meeting takes place.

ITEM	SUBJECT	REPORT OF	ACTION
1	STANDING ITEMS		
1.1	WELCOME AND APOLOGIES FOR ABSENCE	Chair	-
1.2	DECLARATIONS OF INTEREST To note any new declarations of interest	Chair	-
1.3	PATIENT SAFETY To discuss any areas of concern around patient safety	-	Note
1.4	DRAFT MINUTES OF THE MEETING HELD ON 16 OCTOBER 2014 To confirm and sign the draft minutes of the meeting held on 16 October 2014	Chair	Approve
1.5	ACTION CHECKLIST To note the Action Checklist	Chair	Note
1.6	CHAIR'S REPORT To discuss a report on current issues, including Council of Governors activity.	Chair	Note
1.7	CHIEF EXECUTIVE'S REPORT To discuss a report on current status and priorities.	Chief Executive	Note
1.8	PRIVATE BOARD MEETING To give a verbal update of matters discussed in the private part of the Board Meeting	Chief Executive	Note
2	FOR DECISION		
2.1	FINANCE AND PERFORMANCE REPORT & EXCEPTIONS INCLUDING RTT & ED PERFORMANCE	Executive Directors/Assurance Committee Chairs	Approve
2.2	5 YEAR FINANCIAL SUSTAINABILITY PLAN To approve the plan	Chief Executive	Approve

2.3	QUALITY PRIORITIES To approve the quality priorities for the Trust	Medical Director	Approve
2.4	TERMS OF REFERENCE REMUNERATION COMMITTEE To approve the terms of reference for the Remuneration Committee	Company Secretary	Approve
2.5	APPOINTMENTS AND PERFORMANCE COMMITTEE – CONSTITUTIONAL AMENDMENT To approve the recommendation	Company Secretary	Approve
2.6	SCHEME OF DELEGATION To approve the revised Scheme of Delegation	Company Secretary	Approve
3 FOR ASSURANCE			
3.1	FINANCE COMMITTEE To receive the report of the assurance committee chair on the meeting of 23 October 2014	Assurance Committee Chair	Note
3.2	QUALITY & PATIENT SAFETY COMMITTEE To receive the report of the assurance committee chair on the meeting of 28 October 2014	Assurance Committee Chair	Note
3.3	AUDIT COMMITTEE To receive the report of the assurance committee chair on the meeting of 30 October 2014	Audit Committee Chair	Note
3.4	PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE To receive a verbal report of the assurance committee chair on the meeting of 6 November 2014	Assurance Committee Chair	Note
4 FOR REPORT/DISCUSSION			
4.1	CQC IMPROVEMENT PLAN To receive an update on the plan	Chief Executive	Note
4.2	CANCER IMPROVEMENT PLAN AND RETROSPECTIVE REVIEW To receive an update on the Cancer Remedial Action Plan and Retrospective Review	Chief Operating Officer / Medical Director	Note
4.3	SAFEGUARDING REPORT To receive a report from the Director of Nursing	Director of Nursing	Note
4.4	CLINICAL PORTAL – ASSURANCE REPORT To receive an update on the Clinical Portal	Director of Special Projects	Discuss
4.5	NURSE FILL RATES To receive a report on the National Nurse Fill Rates	Director of Nursing	Note
4.6	SERIOUS INCIDENTS & COMPLAINTS (a) Incident & Learning Report	Director of Nursing	Note
4.7	ANY KEY QUALITY/OPERATIONAL/FINANCIAL ISSUES To consider any matters which, in the opinion of the Chair, should be considered as a matter of urgency	Chief Executive	Note

4.8	PUBLIC QUESTIONS To receive questions from members of the public of information or clarification relating only to matters on the Agenda.		
5	FOR INFORMATION		
5.1	SEALING OF DOCUMENTS	Company Secretary	Note
5.2	ANY OTHER BUSINESS To consider any other matters which, in the opinion of the Chair, should be considered as a matter of urgency.	-	-
5.3	DATE OF NEXT MEETING 11 December 2014	-	-