

Board of Directors Meeting in Public Agenda

Date: Thursday 29 October 2015 at 2:15pm
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. 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 Deputy Company Secretary via info@colchesterhospital.nhs.uk or 01206 742733 before the meeting takes place.

TIME	ITEM	SUBJECT	REPORT OF	LEAD COMMENT	ACTION	
	1	STANDING ITEMS				
2:15 to 3:00	1.1	WELCOME AND APOLOGIES FOR ABSENCE	Chairman	-	-	-
	1.2	DECLARATIONS OF INTEREST To note any new declarations of interest	Chairman	-	-	-
	1.3	PATIENT EXPERIENCE	Mrs Doreen Clark	-	-	Verbal
	1.4	INNOVATION – MAKING A DIFFERENCE “ENTER THE DRAGONS” REVIEW	Dr Roy Miller	-	-	Verbal
	1.5	STAFF VOICE	Sister Karen Moss	-	-	Verbal
	1.6	DRAFT MINUTES OF LAST MEETING To confirm and sign the draft minutes of the meeting held on 24 September 2015	Chairman	-	Approve	A
	1.7	ACTION CHECKLIST To note the Action Checklist	Chairman	-	Note	B
	1.8	PRIVATE BOARD MEETING To give a verbal update of matters discussed in the private part of the Board Meeting	Chairman	-	Note	Verbal

2 FOR ASSURANCE						
3:00 to 4:00	2.1	<p>BOARD PERFORMANCE REPORTS AND BOARD COMMITTEE ASSURANCE</p> <p>(A) QUALITY AND PATIENT SAFETY (including Nurse Fill Rate / Acuity Paper) and Section 31 Compliance</p> <p>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 23 October 2015</p> <p>(B) FINANCE</p> <p>The Director of Finance to report, followed by the report of the chair of the Finance & Performance assurance committee on the meeting of 21 October 2015</p> <p>(C) OPERATIONAL PERFORMANCE</p> <p>The Chief Operating Officer to report followed by the report of the chair of the Finance & Performance assurance committee of 21 October 2015</p> <p>(D) WORKFORCE</p> <p>The report of the chair of the People and OD assurance committee 7 October 2015</p>	Executive Directors/ Assurance Committee Chairs	-	Assurance	C
3 FOR REPORT/DISCUSSION						
4:00 to 4:30	3.1	<p>IMPROVEMENT PLAN</p> <p>To receive an update</p>	Chief Executive		Note	D
	3.2	<p>CHAIRMAN REPORT</p> <p>To discuss a report on current issues</p>	Chairman	-	Note	E
	3.3	<p>CHIEF EXECUTIVE REPORT</p> <p>To discuss a report on current status and priorities</p>	Chief Executive	-	Note	F
	3.4	<p>PATIENT EXPERIENCE AND PUBLIC INVOLVEMENT – OVERVIEW</p> <p>To receive the report</p>	Company Secretary	-	Discuss	G
	3.5	<p>MONITOR Q2 GOVERNANCE STATEMENT</p> <p>To receive the report</p>	Director of Finance	-	Note	H
	3.6	<p>PUBLIC QUESTIONS</p> <p>To receive questions from members of the public</p>	Chairman	-	Listen & Note	Verbal
4 FOR INFORMATION						
	4.1	<p>SEALING OF DOCUMENTS</p>	Company Secretary	-	Note	-
	4.2	<p>ANY OTHER BUSINESS</p> <p>To consider any other matters which, in the opinion of the Chair, should be considered</p>	-	-	-	-

		as a matter of urgency.				
	4.3	DATE OF NEXT MEETING 26 November 2015 Board Away Day 10 December 2015 No normal board meeting in December 2015	-	-	-	-