

## Meeting of the Board of Directors

To be held in public

**Tuesday 28<sup>th</sup> April 2015 at 9.30am**

LHCH Conference Room

### Agenda: Part 1

1	Board to Observe Daily Safety Huddle	All	
2	<b>Welcome and Opening Matters</b>		
2.1	Apologies for Absence	Chairman	
2.2	Declaration of Interests Relating to Agenda Items	All	
3	<b>Patient Safety and Quality</b>		
3.1	SHO Action Plan and readiness for Deanery visit	Medical Director	Item 3.1
3.2	LHCH Monthly Staffing - March 2015	Director of Nursing & Quality	Item 3.2
3.4	Director of Infection Prevention & Control Annual Report	Medical Director	Item 3.4
4	<b>Strategy and Development</b>		
4.1	Final Financial Plan 2015/16	Chief Finance Officer	Item 4.1
4.2	Resource Plan 2015/16	Chief Operating Officer	Item 4.2
4.3	Operational Plan 2015/ 16 including Board Declarations for submission to Monitor - for approval	Director of Strategy and OD	Item 4.3 (a)
4.4	Research and Innovation Strategy – for approval Dr Jay Wright in attendance to present	Director of Research & Informatics	Item 4.4 (a) Presentation
4.5	Chief Executive's Report	Chief Executive	Item 4.5
5	<b>Targets and Financial Performance</b>		
5.1	Strategic and Operational Dashboards with Exception Reports – year end 2014/15	Director of Research & Informatics	Item 5.1 (a/b/c/d)
5.2	Report from IPC - RTT Action Plan and Forward Trajectory	Chief Operating Officer	Item 5.2

5.3	Finance Report for the period ended 31.3.15	Chief Finance Officer	Item 5.3
5.4	Quarter 4 Monitor Submission	Chief Finance Officer	Item 5.4
6	<b>Governance and Assurance</b>		
6.1	Board Assurance Framework – Q4 Review, Closure of 2014/15 BAF and approval of 2015/16 BAF	Associate Director of Corporate Affairs	Item 6.1 (a/b)
6.2	<p>Committee Annual Reports &amp; Terms of Reference Review:</p> <p>Audit Committee:</p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Terms of Reference</li> </ul> <p>Integrated Performance Committee:</p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Terms of Reference</li> </ul> <p>Quality Committee:</p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Terms of Reference</li> </ul> <p>Charitable Funds Committee:</p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Terms of Reference</li> </ul>	<p>Chair of AC</p> <p>Chair of IPC</p> <p>Chair of QC</p> <p>Chair of CFC</p>	<p>Item 6.2.1 Item 6.2.2</p> <p>Item 6.2.3 Item 6.2.4</p> <p>Item 6.2.5 Item 6.2.6</p> <p>Item 6.2.7 Item 6.2.8</p>
6.3	<i>ICMS Annual Report*</i>	Director of Research & Informatics	Item 6.3.1
6.4	<i>Annual Review of Complaints Process*</i>	Director of Nursing and Quality	Item 6.4
7	<b>Board Assurance</b>		
7.1	BAF Key Issues Reports and Minutes of Assurance Committee Meetings:		
7.1.1	<p>Integrated Performance Committee (IPC):</p> <ul style="list-style-type: none"> <li>BAF Key Issues Report</li> <li><i>Approved minutes of meeting held on 21<sup>st</sup> January 2015</i></li> <li><i>Unapproved minutes of meeting held on 26<sup>th</sup> March 2015*</i></li> </ul>	Chair of IPC	<p>Oral</p> <p>Item 7.1.1.2 Item 7.1.1.3</p>
7.1.2	<p>Audit Committee:</p> <ul style="list-style-type: none"> <li>BAF Key Issues Report</li> <li><i>Approved minutes of meeting held on 24<sup>th</sup> February 2015*</i></li> <li><i>Unapproved minutes of meeting held on 30<sup>th</sup> March 2015*</i></li> </ul>	Chair of Audit Committee	<p>Item 7.1.2.1 Item 7.1.2.2 Item 7.1.2.3</p>
7.1.3	<p>Operational Board</p> <ul style="list-style-type: none"> <li><i>Summary Report from meeting held on 24<sup>th</sup> April 2015*</i></li> <li><i>Unapproved minutes of meeting held on 6<sup>th</sup> March 2015*</i></li> <li><i>Unapproved minutes of meeting held on 24<sup>th</sup> April 2015*</i></li> </ul>	Chief Executive	<p>Item 7.1.3.1 to follow Item 7.1.3.2 Item 7.1.3.3 to follow</p>

8	Chairman's Briefing	Chairman	Oral
9	Minutes of the Board of Directors Meeting held on 31 <sup>st</sup> March 2015 – for approval	Chairman	Item 9
10	Action Log from Previous Meeting	Chairman	Item 10
11	Legality of Board Documentation and Decisions	All	Oral
12	Date and time of next meeting : Tuesday 26 <sup>th</sup> May 2015 at 9.30am, LHCH Conference Centre		
13	<b>Resolution:</b> To exclude the public from the meeting at this point by reason of the private nature of business to follow		

*\* Papers are 'to note' unless any Board member requests a discussion*