

## Board of Directors Meeting in Public Agenda

**Date:** Thursday 17 July 2014 at 12.00pm  
**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](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 | SUBJECT  | REPORT OF       | ACTION  | ENC |
|------|--|-----------------|---------|-----|
| 1.   | <b>WELCOME AND APOLOGIES FOR ABSENCE</b>   | Chair           | -       | -   |
| 2.   | <b>DECLARATIONS OF INTEREST</b><br>To note any new declarations of interest  | Chair           | -       | -   |
| 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. | -               | -       | -   |
| 4.   | <b>PATIENT SAFETY</b><br>To discuss any areas of concern around patient safety   | -               | -       | -   |
| 5.   | <b>DRAFT MINUTES OF THE MEETING HELD ON 12 JUNE 2014</b><br>To confirm and sign the draft minutes of the meeting held on 12 June 2014              | Chair           | Approve | A   |
| 6.   | <b>ACTION CHECKLIST</b><br>To note the Action Checklist  | Chair           | Note    | B   |
| 7.   | <b>CHAIR'S REPORT</b><br>To discuss a report on current issues, including Council of Governors activity.   | Chair           | Note    | C   |
| 8.   | <b>CHIEF EXECUTIVE'S REPORT</b><br>To discuss a report on current status and priorities.   | Chief Executive | Note    | D   |
| 9.   | <b>PRIVATE BOARD MEETING</b><br>To give a verbal update of matters discussed in the private part of the Board Meeting                              | Chief Executive | Note    | -   |

## STRATEGIC ISSUES

|     |   |  |         |   |
|-----|---|--|---------|---|
| 10. | <b>ESSEX COUNTY HOSPITAL</b><br>To receive the project plan for the Essex County Hospital move  | Director of Special Projects               | Approve | E |
| 11. | <b>CAR PARKING PLAN</b><br>To receive an update on car parking  | Director of Special Projects               | Approve | F |
| 12. | <b>CQC</b><br>To receive an update on CQC   | Chief Executive                            | Note    | - |
| 13. | <b>MATERNITY</b><br>Review of Strategic Options   | Divisional Director – Women and Children   | Note    | G |
| 14. | <b>CANCER REMIDIAL ACTION PLAN AND RETROSPECTIVE REVIEW</b><br>To receive an update on the Cancer Remedial Action Plan and Retrospective Review | Chief Operating Officer / Medical Director | Approve | - |
| 15. | <b>KEOGH ACTION PLAN</b><br>To receive an update of the Keogh Action Plan   | Chief Executive                            | Approve | - |

## QUALITY ISSUES

|     |  |                     |      |   |
|-----|--|---------------------|------|---|
| 16. | <b>INCIDENT MANAGEMENT TEAM</b><br>Update on Actions following Whistle-blowing concerns              | COO                 | Note | H |
| 17. | <b>NURSE FILL RATES</b><br>To receive a report on the National Nurse Fill Rates                      | Director of Nursing | Note | I |
| 18. | <b>PATIENT STORY DVD</b><br>To learn from patient experience via a patient story                     | Director of Nursing | Note | J |
| 19. | <b>SERIOUS INCIDENTS &amp; COMPLAINTS</b><br>(a) Incident & Learning Report<br>(b) Complaints Report | Director of Nursing | Note | K |

## PERFORMANCE ISSUES

|     |  |  |         |   |
|-----|--|--|---------|---|
| 20. | <b>PERFORMANCE REPORT &amp; EXCEPTIONS INCLUDING RTT &amp; ED PERFORMANCE</b><br>To discuss and approve actions on the Trust performance | Executive Directors / Assurance Committee Chairs | Approve | L |
| 21. | <b>FINANCE INCLUDING FRP</b><br>To receive an update on the financial forecast including the Finance Recovery Plan                       | Director of Finance                              | Approve | M |
| 22. | <b>BOARD ASSURANCE FRAMEWORK</b><br>To receive the Q1 Board Assurance Framework  | Director of Corporate Affairs / Chief Executive  | Approve | N |

## OTHER ISSUES

|     |  |                           |      |   |
|-----|--|---------------------------|------|---|
| 23. | <b>QUALITY &amp; PATIENT SAFETY COMMITTEE</b><br>To note the draft minutes of the recent committee meeting   | Assurance Committee Chair | Note | O |
| 24. | <b>FINANCE COMMITTEE</b><br>To note the draft minutes of the recent committee meeting  | Assurance Committee Chair | Note | P |
| 25. | <b>PEOPLE &amp; ORGANISATIONAL DEVELOPMENT COMMITTEE</b><br>To note the draft minutes of the recent committee meeting                              | Assurance Committee Chair | Note | Q |
| 26. | <b>AUDIT &amp; RISK ASSURANCE COMMITTEE</b><br>To note the draft minutes of the recent committee meeting   | Assurance Committee Chair | Note | R |
| 27. | <b>PUBLIC QUESTIONS</b><br>To receive questions from members of the public of information or clarification relating only to matters on the Agenda. | -                         | -    | - |
| 28. | <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.        | -                         | -    | - |
| 29. | <b>DATE OF NEXT MEETING</b>  | -                         | -    | - |