

# Board of Directors Meeting in Public Agenda

**Date:** Thursday 29 January 2015 at 2:00pm  
**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 Assistant 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
<b>1</b>	<b>STANDING ITEMS</b>		
1.1	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	Chair	-
1.2	<b>DECLARATIONS OF INTEREST</b> To note any new declarations of interest	Chair	-
1.3	<b>PATIENT SAFETY</b> To discuss any areas of concern around patient safety	-	Note
1.4	<b>PATIENT STORY</b>		
1.5	<b>DRAFT MINUTES OF THE MEETING HELD ON 11 DECEMBER 2014</b> To confirm and sign the draft minutes of the meeting held on 11 December 2014	Chair	Approve
1.6	<b>ACTION CHECKLIST</b> To note the Action Checklist	Chair	Note
1.7	<b>ANY KEY QUALITY/OPERATIONAL/FINANCIAL ISSUES</b> To consider any matters which, in the opinion of the Chair, should be considered as a matter of urgency	Chief Executive	Note
1.8	<b>CHAIR'S REPORT</b> To discuss a report on current issues, including Council of Governors activity.	Chair	Note
1.9	<b>CHIEF EXECUTIVE'S REPORT</b> To discuss a report on current status and priorities.	Chief Executive	Note
1.10	<b>PRIVATE BOARD MEETING</b> To give a verbal update of matters discussed in the private part of the Board Meeting	Chief Executive	Note

<b>2 FOR DECISION</b>			
<b>2.1</b>	<b>FINANCE AND PERFORMANCE REPORT &amp; EXCEPTIONS INCLUDING RTT &amp; ED PERFORMANCE</b> <b>(A) FINANCE</b> The Director of Finance to report, followed by the report of the chair of the Finance & Performance assurance committee on the meeting of the 18 December 2014 and 22 January 2015 <b>(B) QUALITY AND PATIENT SAFETY</b> The Director of Nursing and Medical Director to report, followed by the report of the chair of the Quality and Patient Safety committee meeting of 23 January 2015 <b>(C) WORKFORCE</b> The Director of HR and OD to report, followed by the report of the chair of the POD Committee 14 January 2015 <b>(D) OPERATIONAL PERFORMANCE</b> The Chief Operating Officer to report followed by the report of the chair of the Finance & Performance assurance committee of 22 January 2015	Executive Directors/Assurance Committee Chairs	Approve
<b>2.2</b>	<b>MONITOR QUARTER 3 SUBMISSION</b> To approve the submission	Director of Finance	Approve
<b>3 FOR ASSURANCE</b>			
<b>3.1</b>	<b>BOARD ASSURANCE FRAMEWORK</b> To receive the report of the Company Secretary	Company Secretary	Note
<b>3.2</b>	<b>RISK APPETITE STATEMENT</b> To receive and approve the Trust's risk appetite statement	Company Secretary	Approve
<b>4 FOR REPORT/DISCUSSION</b>			
<b>4.1</b>	<b>CQC IMPROVEMENT PLAN – UPDATE FOLLOWING RECENT INSPECTION</b> To receive an update on the plan	Chief Executive	Note
<b>4.2</b>	<b>CANCER IMPROVEMENT PLAN</b> To receive an update on the Cancer Remedial Action Plan	Chief Operating Officer / Medical Director	Note
<b>4.3</b>	<b>RCS REPORT ON VASCULAR SURGERY – ACTION PLAN</b> To receive an update on the Trust's response to the report	Divisional Director - Surgery	Note
<b>4.4</b>	<b>NURSE FILL RATES</b> To receive a report on the National Nurse Fill Rates	Director of Nursing	Note
<b>4.5</b>	<b>INTEGRATED QUALITY AND PATIENT SAFETY REPORT</b>	Director of Nursing	Note

	(a) Incident & Learning Report		
<b>4.6</b>	<b>PUBLIC QUESTIONS</b> To receive questions from members of the public of information or clarification relating only to matters on the Agenda.		
<b>5</b>	<b>FOR INFORMATION</b>		
<b>5.1</b>	<b>SEALING OF DOCUMENTS</b>	Company Secretary	Note
<b>5.2</b>	<b>ANY OTHER BUSINESS</b> To consider any other matters which, in the opinion of the Chair, should be considered as a matter of urgency.	-	-
<b>5.3</b>	<b>DATE OF NEXT MEETING</b> 26 February 2015	-	-