

# Board of Directors Meeting in Public Agenda

**Date:** Thursday 26 November 2015 at 1:45pm  
**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](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 Deputy Company Secretary via [info@colchesterhospital.nhs.uk](mailto:info@colchesterhospital.nhs.uk) or 01206 742733 before the meeting takes place.

TIME	ITEM	SUBJECT	REPORT OF	ACTION	
	1	<b>STANDING ITEMS</b>			
1:45 to 2:30	1.1	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	Chairman	-	-
	1.2	<b>DECLARATIONS OF INTEREST</b> To note any new declarations of interest	Chairman	-	-
	1.3	<b>PUBLIC QUESTIONS</b> To receive questions from members of the public	Chairman	Listen & note	<b>Verbal</b>
	1.4	<b>PATIENT EXPERIENCE</b>	Head of Patient Experience	-	<b>Verbal</b>
	1.5	<b>INNOVATION – MAKING A DIFFERENCE</b> Quality Improvement for Emergency Laparotomy	Helen Porter	-	<b>Verbal</b>
	1.6	<b>STAFF VOICE</b>	Helen Krysinski	-	<b>Verbal</b>
	1.7	<b>DRAFT MINUTES OF LAST MEETING</b> To confirm and sign the draft minutes of the meeting held on 29 October 2015	Chairman	Approve	<b>A</b>
	1.8	<b>ACTION CHECKLIST</b> To note the Action Checklist	Chairman	Note	<b>B</b>
	1.9	<b>PRIVATE BOARD MEETING</b> To give a verbal update of matters discussed in the private part of the Board Meeting	Chairman	Note	<b>Verbal</b>

TIME	ITEM	SUBJECT	REPORT OF	ACTION	
<b>2 FOR ASSURANCE</b>					
2:30 to 3:30	2.1	<p><b>BOARD PERFORMANCE REPORTS AND BOARD COMMITTEE ASSURANCE</b></p> <p><b>(A) QUALITY AND PATIENT SAFETY</b></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 20 November 2015</p> <p><b>(B) FINANCE</b></p> <p>The Director of Finance to report, followed by the report of the chair of the Finance &amp; Performance assurance committee on the meeting of 18 November 2015</p> <p><b>(C) OPERATIONAL PERFORMANCE</b></p> <p>The Chief Operating Officer to report followed by the report of the chair of the Finance &amp; Performance assurance committee of 18 November 2015</p> <p><b>(D) WORKFORCE</b></p> <p>The Director of HR and OD to report followed by the report of the chair of the People and OD assurance committee 4 November 2015</p>	Executive Directors/ Assurance Committee Chairs	Assurance	<b>C</b>
<b>3 FOR APPROVAL</b>					
3:30 to 3:40	3.2	<b>POLICY ON POLICIES</b>	Dawn Scrafield	Approve	<b>E</b>
<b>4 FOR REPORT/DISCUSSION</b>					
3:40 to 4:30	4.1	<p><b>IMPROVEMENT PLAN</b></p> <p>To receive an update</p>	Rachel Webb	Note	<b>F</b>
	4.2	<p><b>QUALITY IMPROVEMENT STRATEGY – Q2 PROGRESS REPORT</b></p> <p>To receive an update</p>	Angela Tillet	Note	<b>G</b>
	4.3	<p><b>EDUCATION – MEDICAL TRAINING</b></p> <p>To receive an update</p>	Angela Tillet	Note	<b>H</b>
	4.4	<p><b>CHAIRMAN REPORT</b></p> <p>To discuss a report on current issues</p>	Chairman	Note	<b>I</b>
	4.5	<p><b>CHIEF EXECUTIVE REPORT</b></p> <p>To discuss a report on current status and priorities</p>	Chief Executive	Note	<b>J</b>
TIME	ITEM	SUBJECT	REPORT OF	ACTION	
<b>5 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> 28 <sup>th</sup> January 2016, PGMC Rooms 2 & 3	-	-	-