

Board of Directors Meeting in Public Agenda

Date: Thursday 24 September 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. 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				
1:45 to 2:30	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		-	-	Verbal
	1.4	CLINICAL INNOVATION		-	-	Verbal
	1.5	STAFF VOICE	Julie Burkey	-	-	Verbal
	1.6	DRAFT MINUTES OF LAST MEETING To confirm and sign the draft minutes of the meeting held on 27 August 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						
2:30 to 3:30	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 4 September and 18 September 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 16 September 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 16 September 2015</p> <p>(D) WORKFORCE</p> <p>The Director of HR and OD to report followed by the report of the chair of the People and OD assurance committee 9 September 2015</p>	Executive Directors/ Assurance Committee Chairs	-	Assurance	C
3 FOR APPROVAL						
3:30 to 3:50	3.1	BOARD ASSURANCE FRAMEWORK/ TRUST RISK REGISTER	Ann Alderton		Approve	D
	3.2	FREEDOM TO SPEAK UP - UPDATE	Jeff Crawshaw		Approve	E
4 FOR REPORT/DISCUSSION						
3:50 to 4:30	4.1	IMPROVEMENT PLAN UPDATE AND UPDATE ON INSPECTION	Chief Executive		Note	Verbal
		To receive an update				
	4.2	WINTER PLANNING	Shane Gordon			G
		To receive the report				
	4.3	ACUITY REVIEW – UPDATE	Barbara Stuttle		To follow	H
		To receive the report				
	4.4	STAFF SURVEY UPDATE	Jeff Crawshaw			I
	To receive the report					
	4.5	PATIENT SURVEY UPDATE	Barbara Stuttle			J
		To receive the report				
	4.6	ESSEX COUNTY – PROJECT UPDATE	Mr Chris Howlett	-	Discuss	K
	4.7	CHAIRMAN REPORT	Chairman	-	Note	L
		To discuss a report on current issues				

	4.8	CHIEF EXECUTIVE REPORT To discuss a report on current status and priorities	Chief Executive	-	Note	M
	4.9	PUBLIC QUESTIONS To receive questions from members of the public	Chairman	-	Listen & Note	Verbal
	5	FOR INFORMATION				
	5.1	SEALING OF DOCUMENTS Deed of variation and lease relating to premises at Colchester Hospital (Radio Mast) between CHUFT and Westmoor Communications	Company Secretary	-	Note	-
	5.2	ANY OTHER BUSINESS To consider any other matters which, in the opinion of the Chair, should be considered as a matter of urgency.	-	-	-	-
	5.3	DATE OF NEXT MEETING 29 October 2015	-	-	-	-