



Meeting of the Foundation Trust Board of Directors
Wednesday 25th May 2016
Boardroom, Redesmere, Countess of Chester Health Park
1.30pm

Item no.	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
16/17/01	Apologies for absence	Receive apologies	Verbal	Chair	1 min (1330)
16/17/02	Declarations of Interest	Identify and avoid conflicts of interest	Verbal	Chair	2 min (1331)
16/17/03	Minutes of the previous meeting held 30 th March 2016	Confirm as an accurate record the minutes of the previous meetings	Written minutes	Chair	2 mins (1333)
16/17/04	Matters arising and action points	Provide an update in respect of ongoing and outstanding items to ensure progress	Written action schedule and verbal update	Chair	2 mins (1335)
16/17/05	Board Meeting 20/17 business cycle	Confirm that agenda items provide assurance that the Board is undertaking its duties	Written	Chair	3 mins (1337)
16/17/06	Chair's announcements	Announce items of significance not elsewhere on the agenda	Verbal	Chair	10 mins (1340)
16/17/07	Chief Executive's announcements <i>(including overview of items discussed in closed meeting)</i>	Announce items of significance not elsewhere on the agenda	Verbal	Chief Executive	10 mins (1350)

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MATTERS FOR APPROVAL/ DECISION					
Measurement					
16/17/08	Annual Report, Accounts and Quality Account 2015/16	To approve the 2015/16 submission	Written Report	Chair of Audit Committee	15 mins (1400)
<i>5 minute break for signings</i>					
16/17/09	Mental Health Funding – Board resolution	To approve Board resolution	Verbal/ tabled	Chief Executive/ Chair	10mins (1420)
16/17/10	Board Performance Dashboard –April 2016 data	To review Trust performance	Written Report	Director of Finance	10 mins (1430)
16/17/11	Trust Provider Licence compliance <ul style="list-style-type: none"> • 2015/16 Q4 review • Annual declaration General Condition 6 review • Corporate Governance Statements (Licence FT4 (8)) 	To note 2015/16 Licence compliance and to approve declarations	Written Report	Director of Finance	5 mins (1440)
Strategy					
16/17/12	People and Organisational Development <ul style="list-style-type: none"> • a. Review of appraisal process • b. POD 2016/17 delivery plan 	To note appraisal review and POD strategy 2016/17 delivery plan	Written Report	Director of People and OD	15 mins (1445)

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16/17/13	Corporate Assurance Framework, Risk Register and Integrated Governance Framework	To approve current Corporate Assurance Framework, Risk Register and amended Integrated Governance Framework	Written Report	Associate Director: Safe Services	10 mins (1500)
Capability and Culture					
16/17/14	Freedom to Speak up Guardian – 2015/16 Annual Report	To note 2015/16 Annual Report	Written	Director of Nursing, Therapies and Patient Partnership	10 mins (1510)
Process and Structures					
16/17/15	Q4 2015/16 Infection, Prevention and Control report	To note the Q4 report	Written	Director of Infection, Prevention and Control	10 mins (1520)
16/17/16	Daily Ward Staffing figures March & April 2016	To note the Daily Ward Staffing Figures	Written Report	Director of Nursing, Therapies and Patient Partnership	10 mins (1530)
16/17/17	Worcestershire Serious Case Review (SCR)	To note SCR and learning	Written Report	Director of Nursing, Therapies and Patient Partnership	10 mins (1540)

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16/17/18	Learning from Experience- executive summary	To approve findings of the Learning from Experience report	Written Report	Director of Nursing, Therapies and Patient Partnership	10 mins (1550)
Governance					
16/17/19	Statutory registers: <ul style="list-style-type: none"> • Board of Directors: declarations of interests • Board of Directors: fit and proper persons declarations • Council of Governors: declarations of interest 	To note updated statutory registers	Written Report	Head of Corporate Affairs	5 mins (1600)
16/17/20	Chief Executive and Chair: Annual review of division of responsibilities	To note review	Written Report	Head of Corporate Affairs	5 mins (1605)
16/17/21	Audit Committee reporting: <ul style="list-style-type: none"> • Chair's Report of meeting held 3rd May 2016 • Annual Report 2015/16 	Review Chair's Report and Annual Report 2015/16 and any matters for note/ escalation	Written	Chair of Audit Committee	3 mins (1610)
16/17/22	Quality Committee reporting : <ul style="list-style-type: none"> • Chair's report of meeting held 4th May 2016 • Terms of Reference 	Review Chair's Report and any matters for note/ escalation	Written	Chair of Quality Committee	3 mins (1613)

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16/17/23	Review of risk impacts of items discussed	Identify any new risk impacts	Verbal	Chair/ All	5 mins (1616)
16/17/24	Any other business	Consider any urgent items of other business	Verbal or written	Chair	2 mins (1621)
16/17/25	Review of meeting https://www.surveymonkey.com/s/XN5ZLNC	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Verbal	Chair/All	2 mins (1623)
16/17/26	Date, time and place of next meeting: Wednesday 27th July, 2.00pm Boardroom, Redesmere.	Confirm arrangements for next meeting	Verbal	Chair	1625