



**Meeting of the Foundation Trust Board of Directors  
Wednesday 28<sup>th</sup> September 2016  
Redesmere, Countess of Chester Health Park, Chester  
1.45pm**

Item no.	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
16/17/54	Apologies for absence	Receive apologies	Verbal	Chair	1 min (1345)
16/17/55	Declarations of Interest	Identify and avoid conflicts of interest	Verbal	Chair	2 min (1346)
16/17/56	Minutes of the previous meeting held 27 <sup>th</sup> July 2016	Confirm as an accurate record the minutes of the previous meetings	Written minutes	Chair	2 mins (1348)
16/17/57	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 (1350)
16/17/58	Board Meeting 2016/17 business cycle	Confirm that agenda items provide assurance that the Board is undertaking its duties	Written	Chair	3 mins (1352)
16/17/59	Chair's announcements	Announce items of significance not elsewhere on the agenda	Verbal	Chair	10 mins (1355)
16/17/60	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 (1405)

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<b>MATTERS FOR APPROVAL/ DECISION</b>					
<b>Strategy</b>					
16/17/61	Q1 2016/17 Quality Improvement Report	To note the Q1 2016/17 position	Written	Medical Director	10 mins (1415)
16/17/62	Risk Register and Assurance Framework	To approve the risk register and assurance framework	Written	Medical Director	10 mins (1425)
<b>Capability and Culture</b>					
16/17/63	Equality and Diversity Annual Report 2015/16	To note the 2015/16 annual report	Written	Director of Nursing, Therapies and Patient Partnership	10 mins (1435)
16/17/64	Modern Slavery Act statement	To approve the Board statement to comply with legislation	Written	Head of Procurement	10 mins (1445)
16/17/65	Staff appraisal update	To update the Board on the implementation of appraisal review	Written	Head of Organisational Development	10 mins (1455)
<b>Process and Structures</b>					
16/17/66	Daily Ward Staffing figures August 2016	To note the Daily Ward Staffing Figures	Written Report	Director of Nursing, Therapies and Patient Partnership	10 mins (1505)

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16/17/67	PLACE 2016 Inspection report	To note the results of the 2016 inspection	Written Report	Director of Operations	10 mins (1525)
16/17/68	2016/17 Q1 Infection, Prevention and Control Report	To note the Q1 report	Written Report	Director of Infection, Prevention and Control	10 mins (1535)
16/17/69	National Data Guardian review	To note Trust response to review	Written	Medical Director	10mins (1545)
16/17/70	Learning from Experience Trimester 1 report	To note the LFE report	Written	Medical Director	10 mins (1555)
<b>Measurement</b>					
16/17/71	NHSI Oversight Framework	To review framework and impacts	Written	Deputy Director of Finance	10 mins (1605)
<b>Governance</b>					
16/17/72	Proposed Constitution amendment	To approve Constitution amendment	Written	Chair	5 mins (1615)
16/17/73	Corporate Governance Manual (CGM): additional amendments	To approve CGM review amendments	Written	Deputy Director of Finance	2mins (1620)

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16/17/74	Audit Committee reporting: <ul style="list-style-type: none"> <li>Chair's report of meeting held 6<sup>th</sup> September 2016</li> </ul>	Review Chair's Report and terms of reference and any matters for note/ escalation	Written	Chair of Audit Committee	3 mins (1622)
16/17/75	Quality Committee reporting : <ul style="list-style-type: none"> <li>Chair's report of meeting held 6<sup>th</sup> July 2016</li> </ul>	Review Chair's Report and any matters for note/ escalation	Written	Chair of Quality Committee	3 mins (1625)
16/17/76	Review of risk impacts of items discussed	Identify any new risk impacts	Verbal	Chair/ All	5 mins (1628)
16/17/77	Any other business	Consider any urgent items of other business	Verbal or written	Chair	2 mins (1632)
16/17/78	Review of meeting	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Verbal	Chair/All	2 mins (1635)
16/17/79	Date, time and place of next meeting:  <b>Wednesday 30<sup>th</sup> November 2016, Boardroom, Redesmere.</b>	Confirm arrangements for next meeting	Verbal	Chair	1637