BOARD MEETING

Date:	**12th December 2023**
Venue:	MS Teams
Time:	2:00 – 5:00pm

AGENDA

			Paper/ Verbal Presented by	Approx. Timings
	2:00pm	**MAIN MEETING (Pack A & B Papers)**		
1.	**Welcome and Apologies:**			
2.	**Our People Story** **Lifetime Service** To receive a report on the work of the service		Penny Agent Paper	30 mins
3.	**Declaration of Interest** Board members are asked to declare if they have any direct or indirect interest in the items to be considered at the meeting		Amanda Cheesley Verbal	5 mins
	2:35pm	**CHAIR AND CEO REPORTS**		
4.	**Chair and Non-Executive Directors' Report** To provide an update on NED activities undertaken in the last quarter and to update the Board on themes emerging from Board meeting feedback		Chair & NEDs Paper	10 mins
5.	**Chief Executive Report** To update the Board on significant matters of business not covered elsewhere on the agenda, covering recent activities both internally and within the wider healthcare system		Sue Porto Paper	20 mins
	3:05pm	**PEOPLE'S VOICE REPORT**		
6.	**People's Voice** To present to the Board the activities and achievements of the People's Voice since September 2023		Claire Valsler Paper	5 mins
	3:10pm	**ASSURANCE REPORTING/ RISK / REGULATORY**		
7.	**Quarterly Summary Report from the Audit, Assurance & Risk Committee** To receive the quarterly report for assurance on key discussions, actions and decisions from recent meetings from the Chair of the Committee **7.1 Minute of Decision re Appointment of Internal Auditor**		Lorna Harrison Paper	5 mins
8.	**8.1 Board Assurance Framework** To receive an update on the Board Assurance Framework arrangements. **8.2 Risk Appetite** To formally approve the adoption of the Board's Risk Appetite Statements.		Ben Westmancott Paper	10 mins
9.	**Risk Register Report** To provide assurance to the Board on the position of risks with a score of 15 or more		Mary Lewis Paper	10 mins

	3:35pm – 3:45pm BREAK		
10.	**Quarterly Summary Report from the Finance, Estates, Environment & Digital Committee** To receive the quarterly report for assurance on key discussions, actions and decisions from recent meetings from the Chair of the Committee	Simon MacSorley Paper	5 mins
11.	**2024 - 2025 Budget Planning** To provide assurance on the preparation and progress of budget planning for the new financial year.	Clive Bassett Presentation	10 mins
12.	**Quarterly Summary Report from the Performance Committee** To receive an update report for assurance on key discussions, actions and decisions from recent meetings from the Chair of the Committee **12.1 Operational Performance – Chief Operating Officer** To provide a further update on the development plans for Children's Services To provide assurance on progress against agreed action plans surrounding Winter Planning & Waiting Lists	Barbara Brown Paper Ceridwen Massey Verbal	5 mins 10 mins
13.	**Quarterly Summary Report from the People Committee** To receive the quarterly report for assurance on key discussions, actions and decisions from recent meetings from the Chair of the Committee	Anil Patil Paper	5 mins
14.	**Equality, Diversity & Inclusion Update** To receive an update on the action plans relating to Equality, Diversity & Inclusion	Sonya Wallbank Paper	10 mins
15.	**Quarterly Summary Report from the Quality & Outcomes Committee** To receive the quarterly report for assurance on key discussions, actions and decisions from recent meetings from the Chair of the Committee **15.1 Annual Safeguarding Report** Annual Reports have been scrutinised by the Committee and highlighted within the Committee Summary Report. Full detailed reports can be found within the Consent Agenda Pack.	Paul May Paper	10 mins
	4:40pm	**CONSENT AGENDA ITEMS (Pack B Papers)**	
16.	**Consent Agenda Cover Report** To inform the Board of the items covered under this section of the agenda and arrangements for their approval.	Donna Cairns Paper	5 mins
17.	**Previous Minutes – Meeting in Public and Decisions in Writing** To formally approve the minutes of the meeting in public held on 12th September 2023 and the Minute of the Decision in Writing – approval of the Wound Care App on 30th October 2023.	Amanda Cheesley Paper	
18.	**EPRR Policy** To ratify the EPRR Policy	Ceridwen Massey Paper	
19.	**Quarterly Professional Council Summary** To present to the Board with a summary of the recent activities and decisions from meetings of the Professional Council	Kathryn Bateman Paper	
	4.45pm	**PUBLIC QUESTIONS (Received in advance)** Questions will be dealt with earlier in the meeting, following the agenda items the questions relate to at the Chair's discretion.	
20.	**PUBLIC QUESTIONS** Boards response to questions received in advance relating to this agenda	Amanda Cheesley	5 mins
22	**4:50pm CHAIRS SUMMING UP & CLOSE OF PUBLIC SESSION**		

	4.50pm PRIVATE SESSION – Board Pack C (Board Members Only)		
23	**Minutes of Private Board** To formally review and approve minutes of Board meetings held in private session in September, October and November.	Amanda Cheesley	10 mins
24	**Review of Actions** To receive any further updates to Board meeting actions not noted in advance of the meeting		
25	**Any Other Private Business & Close of Private Session**		

FORWARD MEETING DATES				
	DATE	**TIME**	**MEETING TYPE**	**VENUE**
	9th January 2024	**10 – 4pm**	**Seminar**	**TBC**
	13th February 2024	**10 – 4pm**	**Seminar**	**TBC**
	12th March 2024	**2 – 5pm**	**Quarterly Public**	**Virtual**