

BOARD MEETING

Date:	12 th 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	
17.	Previous Minutes – Meeting in Public and Decisions in Writing To formally approve the minutes of the meeting in public held on 12 th September 2023 and the Minute of the Decision in Writing – approval of the Wound Care App on 30 th October 2023.	Amanda Cheesley Paper	5 mins
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
	9 th January 2024	10 – 4pm	Seminar	TBC
	13 th February 2024	10 – 4pm	Seminar	TBC
	12 th March 2024	2 – 5pm	Quarterly Public	Virtual