

BOARD MEETING

Date:	12 th March 2024
Venue:	MS Teams
Time:	2:00 – 5:00pm

AGENDA

		Paper/ Verbal Presented by	Approx. Timings
	2:00pm	MAIN MEETING (Pack A)	
1.	Welcome and Apologies:		
2.	Our People Story - Digital stories – a tool for improving personalised experience of care	Penny Agent Paper	15 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	2 mins
	2:20pm	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	5 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 To Follow	10 mins
6.	Board composition and roles To review and approve changes to the Board composition, covering Interim Director Appointments, NED roles and registration of Exec Directors and consequent amendments to the Board Terms of Reference.	Amanda Cheesley Paper	5 mins
7.	Re-election of Chair To receive the recommendation from the Nominations Committee to re-elect Amanda Cheesley for a further term of office.	Ben Westmancott Paper	5 mins
	2:45pm	PEOPLE'S VOICE REPORT	
8.	People's Voice To present to the Board the recent activities and achievements of the People's Voice	Claire Valsler Paper	10 mins
	2:55pm	ASSURANCE REPORTING/ RISK / REGULATORY	
9.	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	10 mins
10.	Business Plan 2024/25 To review and approve the Business Plan for 2024/25	Phil Dunn Paper	10 mins

11.	Budget and Financial Plan 2024/25 To review and approve the Budget and Financial Plan for 2024/25	Laks Khangura Paper	10 mins
12.	Patient Safety Incident Reporting Framework (PSIRF) Business Case To recommend to the Board the approval of the business case to support the resourcing of the implementation of PSIRF within Sirona.	Mary Lewis Paper	10 mins
3:35 – 3:40pm (approx.) BREAK			
13.	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	Lorna Harrison Paper	10 mins
14.	Board Assurance Framework To review and approved the new Board Assurance Framework.	Ben Westmancott Paper	10 mins
15.	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
16.	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	Paul May Paper	10 mins
17.	Performance Assurance Report To receive an update report for assurance on operational performance, reported directly to Board due to the Performance Committee having to be rescheduled.	Rob Smith Paper	10 mins
18.	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 To Follow	10 mins
4:40pm Items for Decision			
19.	Gender Pay Gap Report To approve the Gender Pay Gap report for publication.	Sonya Wallbank Paper	
20.	Delegated Authority Policy Extension Following the recommendation from the Audit, Assurance and Risk Committee, to approve the extension of the Delegated Authority Policy (containing the scheme of delegation) for the next financial year.	Ben Westmancott Paper	5 mins
21.	Previous Minutes – Meeting in Public and Decisions in Writing To formally approve the minutes of the meeting in public held on 12th December 2023 and the Minute of the Decision in Writing dated 8th January 2024 (confirmation of consent agenda papers).	Amanda Cheesley 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.			
22.	PUBLIC QUESTIONS Boards response to questions received in advance relating to this agenda	Amanda Cheesley	5 mins
4:55pm CHAIRS SUMMING UP & CLOSE OF PUBLIC SESSION			

FORWARD MEETING DATES

DATE	TIME	MEETING TYPE	VENUE
Tue 9th Apr	10am-4pm	Seminar	TBC
Tue 11th Jun	2-5pm	Formal	TBC
Tue 9th Jul	10am-4pm	Seminar	TBC
Tue 10th Sep	2-5pm	Formal	TBC
Tue 8th Oct	10am-4pm	Seminar	TBC
Tue 10th Dec	2-5pm	Formal	TBC
Tue 14th Jan	10am-4pm	Seminar	TBC
Tue 11th Mar	2-5pm	Formal	TBC