BOARD MEETING

Date:	**11 September 2024**
Venue:	Douglas Fir Room, Engineers House, Bristol BS8 3NB – ***Board Members Only***
Time:	10.00hrs- 13.00hrs

AGENDA

		Paper/Verbal Presented by	Approx. Timings
	10:00pm MAIN MEETING (Pack A & B Papers)		
1.	**Welcome and Apologies:** Apologies noted for Sonya Wallbank, Paul May		
2.	**Our People Story** **Service User Story**	Kelly Thomspon/ Katherine Watts	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	Barbara Brown Verbal	5 mins
4.	**Previous Minutes – Meeting in Public** To formally approve the minutes of the meeting in public held on 11th June 2024 Minutes of Decisions by Written Procedure: **4.1 New Medical Appraisal & Revalidation Framework** (for noting)	Barbara Brown Paper	
	10:35pm CHAIR'S REPORT		
5.	**Chair and Non-Executive Directors' Report** • To ratify the NED appointments • To receive updates on other activities undertaken in the last quarter, and to update the Board on matters not covered elsewhere on the agenda	Chair & NEDS **Paper to follow** Verbal	10 mins
	10:45pm ASSURANCE REPORTING/ RISK / REGULATORY		
6.	**Chief Executives Report** To update the Board on significant matters of business reported by the Executive Committee, covering recent activities both internally and within the wider healthcare system. **6.1 Well Led Action Plan – Progress and Updates** To provide the Board with the Well Led Action Plan and progress on actions agreed during the July's Board Seminar	Julie Sharma Verbal Paper	30 mins
7.	**Risk Register** To provide assurance to the Board on the position of risks with a score of 15 or more	Mary Lewis Paper	15 mins
	11:30pm – 11:35pm BREAK		
	11:35pm ITEMS FOR DECISION & DISCUSSION		
8.	The Quality & Outcomes Committee Chair is recommending these reports for approval by the Board: **8.1 Infection Prevention & Control Annual Report**	Mary Lewis Papers	10 mins

	8.2 Health, Safety & Security Annual Report **8.3 Safeguarding Annual Report** Annual Reports have been scrutinised by the Committee and highlighted within the Committee Summary Report.		
9.	**Equality, Diversity and Inclusion (EDI)** **9.1 Public Sector Equality Duty Report** To receive the draft report for approval following recommendation by the Executive Committee **9.2 Update on Equality, Diversity and Inclusion (EDI)** To receive an update on the work of the EDI Taskforce **9.3 Modern Slavery Statement and Action Plan** To receive the Annual Report for approval following recommendation by the People Committee	Domini Harewood & Neil Hopkins Paper	10 mins
10.	**10.1 Annual Report & Financial Statements for the year ending 31.03.24** To receive and approve the annual report and financial statements for Sirona care & health CIC and Sirona Care Services Ltd, ahead of submission to Companies House **10.2 Annual Community Interest Company Report 2023/24** To receive and approve the annual report ahead of submission to the CIC regulator and Companies House **10.3 Delegated Authority Policy/Scheme of Delegation Review** To receive the review of the Delegated Authority Policy (containing the scheme of delegation), following review and recommendation to approve by the Audit, Assurance & Risk Committee. The policy is reserved to Board for ratification.	Laks Khangura Paper	20 mins
11.	**Emergency Preparedness, Resilience & Response Annual Report** To formally receive the annual report for approval following scrutiny by the Executive Committee.	Andrea Gordon Paper	10 mins
12.	**People's Voice** To present to the Board the activities and achievements of the People's Voice since June 2024	Claire Valsler Paper	5 mins
13.	**Mid-Year Freedom to Speak Up Report** To provide a high-level overview of the work undertaken by the Freedom To Speak Up (FTSU) Guardians.	Karen Gleave Julian Fleming Paper	10 mins
	12:45pm	**CONSENT AGENDA ITEMS (Pack B Papers)**	
14.	**Consent Agenda Cover Report** Taken as read by Board Members ahead of the meeting: To inform the Board of the items covered under this section of the agenda and arrangements for their approval.	Julie Young Paper	10 mins
15.	**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.	Lorna Harrison Paper	
16.	**Quarterly Summary Report from the People Committee** To receive the quarterly report for assurance on key discussions, actions and decisions from recent meetings.	Anil Patil **Paper to follow**	
17.	**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.	Julie Sharma Paper	
18.	**Quarterly Summary Report from the Performance Committee** To receive an update report for assurance on key discussions, actions and decisions from recent meetings.	Barbara Brown 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	
20	**Quarterly Summary Report from Quality and Outcomes Committee** To receive an update report for assurance on key discussions, actions and decisions from recent meetings	Paul May Paper	
21	**Committee Terms of reference (ToRs)** **To ratify the terms of references for the following Committees:** • Audit, Assurance & Risk Committee • People Committee • Finance, Estates, Environment & Digital Committee • Performance Committee • Quality and Outcomes Committee	Julie Young Papers	
	12.55pm	**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	Barbara Brown	5 mins
	13:00pm CHAIRS SUMMING UP & CLOSE OF PUBLIC SESSION		

FORWARD MEETING DATES

DATE	TIME	MEETING TYPE	VENUE
Tues 8 October 2024	**10 – 4pm**	**Seminar**	**Bristol & Bath Science Park**
Mon 9 December 2024	**2 – 5pm**	**Formal – Not Public**	**Board Room, Yate HQ**
Tue 14 January 2025	**10 – 4pm**	**Seminar**	**Board Room, Yate HQ**
12th March 2025	**2 – 5pm**	**Quarterly Public**	**Hybrid – Face to Face (Yate HQ)/Virtual**