



A presentation open to all members of the public will precede the Board of Directors meeting held in Public on 24 May 2018 at Trust HQ, Kirkstall & Fountains, Springhill 1, Brindley Way, Wakefield, WF2 0XQ : from 1000 to 1030

- Presentation: 'Bright Ideas' Scheme Update**
- Presented by: Karen Owens, Deputy Director of Quality & Nursing and Dave Green, Head of Quality Improvement**

AGENDA		
Meeting:	Board of Directors Meeting in Public Including: To Receive the Annual Report Including the Annual Accounts 2017/18 and the Quality Account and Annual Governance Statement 2017/18	
Date/Venue/Time:	1030-1330 24 May 2018 Kirkstall & Fountains, Springhill 1, Wakefield, WF2 0XQ	
Membership:	Kathryn Lavery (KL) Chairman Rod Barnes (RB) Chief Executive Mark Bradley (MB) Executive Director of Finance Christine Brereton (CB) Director of Workforce and Organisational Development Ronnie Coutts (RC) Non-Executive Director Richard Keighley (RK) Non-Executive Director Dr Julian Mark (JM) Executive Medical Director Leaf Mobbs (LM) Director Urgent Care & Integration John Nutton (JN) Non-Executive Director Steve Page (SP) Deputy Chief Executive/Executive Director Quality, Governance and Performance Assurance Phil Storr (PS) Non-Executive Director	
Apologies:		
In Attendance:	Anne Allen (AA) Trust Secretary Jock Crawford (JC) Freedom to Speak Up Guardian – <i>(For Item 4.2)</i> Tim Gilpin (TG) Associate Non-Executive Director Matt Sandford (MS) Associate Director Business Development <i>(For Item 6.1)</i> Stephen Segasby (SS) Deputy Director A&E Operations	
Minute Taker:	Joanne Lancaster	Committee Services Manager

No.	Description	Format/ Attachment	Raised by	Timings
1.	OPENING BUSINESS			
1.1	Apologies/Declaration of Interests: <i>Any Board Member who is aware of a conflict of interest relating to any item on the agenda will be required to disclose it at this stage or when the conflict arises during consideration of the item.</i>	Verbal	KL	1030-1035
1.2	Minutes of the Previous Meeting held on 27 March 2018 including Matters Arising (not on the agenda) and Action Log	Minutes Action Log	KL	
2.	RECEIVE THE ANNUAL REPORT INCLUDING THE ANNUAL ACCOUNTS 2017/18 AND THE QUALITY ACCOUNT AND ANNUAL GOVERNANCE STATEMENT 2017/18			
2.1	Annual Report & Accounts 2017/18 (and associated statutory returns)	Paper	RB/MB	1035-1050
2.2	Quality Account 2017/18	Paper	SP	1050-1100
2.3	Annual Governance Statement 2017/18	Paper	RB	1100-1105
2.4	Letter of Representation to External Audit	Paper	MB	1105-1110
2.5	External Audit Report For Those Charged with Governance	Paper	MB	
3.	STRATEGY DEVELOPMENT			
3.1	For Assurance: Quality Improvement Update	Paper	SP	1110-1115
	Break for Refreshments			1115-1125
4.	QUALITY, SAFETY & PATIENT EXPERIENCE			
4.1	Patient Story	Presentation	KL	1125-1135
4.2	Freedom to Speak Up Six Monthly Review	Paper	SP/JC	1135-1145
4.3	For Assurance: Care Quality Commission Update	Verbal	SP	1145-1150
4.4	For Assurance: Resilience and Special Operations Six-Monthly Report	Paper	JM	1150-1155
4.5	For Assurance: Quality Committee – Minutes of the Meeting Held on 14 December 2017 and Chair’s Report of the Last Meeting Held on 15 March 2018	Minutes/ Verbal	PS	1155-1200
5.	WORKFORCE			
5.1	For Approval: i. Review/Approve Terms of Reference for the Senior Independent Director; ii. Appoint Senior Independent Director	Paper Verbal	KL/AA KL	1200-1205

5.2	For Assurance: National Paramedic Re-banding Implementation	Paper	CB	1205-1210
6.	PERFORMANCE AND FINANCE			
6.1	For Approval: Operating Plan 2018/19	Paper	RB/MS	1210-1220
6.2	For Assurance: Chief Executive’s Report and Integrated Performance Report	Paper	RB	1220-1300
6.3	For Assurance: Service Transformation Programme Update	Paper	SP	1300-1305
6.4	For Assurance: Finance & Investment Committee – Minutes of the Meeting Held on 14 December 2017 and Chair’s Report of the Last Meeting Held on 15 March 2018	Minutes/ Verbal	JN	1305-1310
6.5	For Assurance: Audit Committee – Minutes of the Meeting Held on 11 January 2018 and Chair’s Report of the Last Meeting Held on 10 April 2018	Minutes/ Verbal	RK	
7.	RISK MANAGEMENT AND INTERNAL CONTROL			
7.1	For Approval: Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5	Paper	AA	1310-1315
7.2	For Assurance: Corporate Risk Register and Board Assurance Framework	Paper	SP	1315-1320
8.	MEETING AS THE CHARITABLE TRUSTEES			
8.1	For Assurance: Charitable Funds Quarterly Financial Update	Paper	MB	1320-1325
8.2	For Assurance: Charitable Funds Committee - Minutes of the Meeting Held on 23 November 2017 and Chair’s Report of the Last Meeting Held on 17 April 2018	Minutes/ Verbal	RC	1325-1330
9.	CLOSING BUSINESS			
9.1	Key Points Arising from the Meeting	Verbal	KL	1330
9.2	Board Review and Feedback	Verbal	KL	
	To be resolved that the remaining business to be transacted is of a confidential nature and 'that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest’, Section 1 (subsections 2 & 3), Public Bodies (Admission to Meetings) Act 1960.			
10.	Date of next meeting – 30 August 2018 Pre-Board Presentation: 0900 – 0930 Board of Directors: 0930 Trust HQ, Kirkstall & Fountains, Springhill 1, Brindley Way, Wakefield, WF2 0XQ			