



**A presentation open to all members of the public will precede the Board of Directors meeting held in Public on 31 August 2017 at Trust HQ, Kirkstall & Fountains, Springhill 2, Brindley Way, Wakefield, WF2 0XQ : from 0900 to 0930**

- Presentation: Staff Bright Ideas Scheme Update
- Presented by: Karen Warner, Deputy Director of Quality and Nursing and David Green, Head of Quality Improvement

## AGENDA

|                         |  |   |
|-------------------------|--|---|
| <b>Meeting:</b>         | Board of Directors Meeting in Public   |   |
| <b>Date/Venue/Time:</b> | 0930-1230<br>31 August 2017<br>Trust HQ, Kirkstall & Fountains, Springhill 2, Brindley Way, Wakefield, WF2 0XQ   |   |
| <b>Membership:</b>      | Kathryn Lavery (KL)<br>Rod Barnes (RB)<br>Mark Bradley (MB)<br>Ronnie Coutts (RC)<br>Pat Drake (PD)<br><br>Erfana Mahmood (EM)<br>Dr David Macklin (DM)<br>Dr Julian Mark (JM)<br>John Nutton (JN)<br>Steve Page (SP)<br><br>Barrie Senior (BS)<br>Vacancy | Chairman<br>Chief Executive<br>Executive Director of Finance<br>Non-Executive Director<br>Deputy Chairman and Non-Executive Director<br><br>Non-Executive Director<br>Executive Director of Operations<br>Executive Medical Director<br>Non-Executive Director<br>Executive Director of Quality, Governance and Performance Assurance<br>Non-Executive Director<br>Director of Workforce and Organisational Development |
| <b>Apologies:</b>       | Dr David Macklin (DM)<br>Dr Julian Mark (JM)<br>Leaf Mobbs (LM)  | Executive Director of Operations<br>Executive Medical Director<br>Director of Planning & Development  |
| <b>In Attendance:</b>   | Anne Allen (AA)<br>Dr Philip Foster (PF)<br>Tim Gilpin (TG)<br>Phil Storr (PS)   | Trust Secretary<br>Director of Planned & Urgent Care<br>Associate Non-Executive Director<br>Associate Non-Executive Director  |

|               |   | Mandy Exley (ME)<br>Steven Dykes (SD)<br>Suzanne Hartshorne (SH)<br>Kez Hyatt (KH)<br>Stephen Segasby (SS) | Insight Programme (Observer)<br>Deputy Medical Director<br>Deputy Director of Workforce & OD<br>Head Diversity & Inclusion ( <i>item 4.2</i> )<br>A&E Divisional Commander (West) |           |
|---------------|---|--|---|-----------|
| Minute Taker: |   | Joanne Lancaster (JL)  | Committee Services Manager  |           |
| No.           | Description   | Format/<br>Attachment  | Raised by   | Timings   |
| 1.            | <b>Apologies/Declaration of Interests:</b><br><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  | 0930-0935 |
| 2.            | <b>Minutes of the Meeting</b> held on 30 May 2017 including Matters Arising (not on the agenda) and Action Log  |  | Minutes<br>Action Log   |           |
| 3.            | <b>QUALITY, SAFETY &amp; PATIENT EXPERIENCE</b>   |  |   |           |
| 3.1           | Patient Story   | Presentation   | KL  | 0935-0945 |
| 3.2           | For Approval: Responsible Officer Annual Report 2016/17   | Paper  | SD  | 0945-0950 |
| 3.3           | For Approval: Board Assurance Framework 2017/18   | Paper  | SP  | 0950-1005 |
| 3.4           | For Assurance: Chief Executive’s Report and Integrated Performance Report   | Paper  | RB  | 1005-1055 |
|               | <b>Break for Refreshments</b>   |  |   | 1055-1105 |
| 3.5           | For Assurance: Bi-Annual Report: Significant Incidents/Lessons Learned  | Paper  | SP  | 1105-1120 |
| 4.            | <b>STRATEGY, PLANNING &amp; POLICY</b>  |  |   |           |
| 4.1           | For Approval: Memorandum of Understanding - South Yorkshire and Bassetlaw Accountable Care System   | Paper  | RB  | 1120-1125 |
| 4.2           | For Approval: Diversity & Inclusion Strategy  | Paper  | SH/KZ   | 1125-1135 |
| 4.3           | For Approval: Code of Conduct for the Board of Directors  | Paper  | AA  | 1135-1140 |

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| 4.4       | For Approval: Board of Directors and Committees Planner 2018/2019   | Paper            | AA | 1140-1145 |
| 4.5       | For Approval: Terms of Reference of the Remuneration and Terms of Service Committee   | Paper            | AA | 1145-1155 |
| 4.6       | For Assurance: Patient Transport Service - Embedding the Learning from Feedback Received  | Paper            | PF | 1155-1200 |
| 4.7       | For Assurance: Northern Ambulance Alliance Board and Carter update - Meeting held on 14 March 17 and 18 July 17   | Verbal           | RB | 1200-1210 |
| 4.8       | For Assurance: YAS Forum Minutes of the Final Meeting held on 20 July 2017  | Verbal/<br>Paper | KL | 1210-1215 |
| <b>5.</b> | <b>PERFORMANCE MONITORING – BY EXCEPTION</b>  |                  |    |           |
| 5.1       | Charitable Funds Committee - Minutes of the meeting held on 20 April 2017 and Chairman's Verbal Update of the Meeting held on 11 August 2017  | Paper/<br>Verbal | EM | 1215-1225 |
| 5.2       | Audit Committee:<br>i. Audit Committee Annual Report 2016/17<br>ii. Minutes of the meeting held on 13 April 2017<br>iii. Chairman's Verbal Update of the Meeting held on 13 July 2017   | Paper/<br>Verbal | BS |           |
| 5.3       | Quality Committee – Minutes of the meeting held on 9 March 2017 and Chairman's Verbal Update of the Meeting held on 15 June 2017  | Paper/<br>Verbal | PD |           |
| 5.4       | Finance & Investment Committee - Minutes of the meeting held on 9 March 2017 and Chairman's Verbal Update of the Meeting held on 15 June 2017   | Paper/<br>Verbal | JN |           |
| 5.5       | Board Review and Feedback<br><br><b>Board Vital Guiding Principles</b><br><b>T</b> – timely, accessible communications<br><b>R</b> – respect differences; be supportive<br><b>U</b> – understand shared purpose, risks<br><b>S</b> – self-awareness; give/receive feedback; time for reflection<br><b>T</b> – take responsibility; challenge                | Verbal           | KL | 1225-1230 |
|           | 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', |                  |    |           |

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|-----------|---|-------|----|---|
|           | Section 1 (subsections 2 & 3), Public Bodies (Admission to Meetings) Act 1960’.   |       |    |   |
| <b>6.</b> | <b>FOR INFORMATION</b>  |       |    |   |
| 6.1       | YAS Forum: Minutes of the Meeting held on<br>20 April 2017  | Paper | KL | - |
| <b>7.</b> | <b>Date of next meeting – 26 September 2017 (Annual General Meeting)</b><br><b>1130-1300</b><br><b>Ebor Boxes 4-6, <i>York Racecourse, York, YO23 1EX</i></b> |       |    |   |