



## AGENDA

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<b>Meeting:</b>		<b>Board of Directors Meeting in Public Including: To Receive the Annual Report Including the Annual Accounts 2016/17 and the Quality Account and Annual Governance Statement 2016/17</b>																										
<b>Date/Venue/Time:</b>		1000-1430 (Including break for lunch) 30 May 2017 Trust HQ, Kirkstall & Fountains, Springhill 2, Brindley Way, Wakefield, WF2 0XQ																										
<b>Membership:</b>		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Kathryn Lavery (KL)</td> <td style="width: 50%; border: none;">Chairman</td> </tr> <tr> <td style="border: none;">Rod Barnes (RB)</td> <td style="border: none;">Chief Executive</td> </tr> <tr> <td style="border: none;">Roberta Barker (RB)</td> <td style="border: none;">Director of Workforce and Organisational Development (Interim)</td> </tr> <tr> <td style="border: none;">Mark Bradley (MB)</td> <td style="border: none;">Executive Director of Finance</td> </tr> <tr> <td style="border: none;">Ronnie Coutts (RC)</td> <td style="border: none;">Non-Executive Director</td> </tr> <tr> <td style="border: none;">Pat Drake (PD)</td> <td style="border: none;">Deputy Chairman and Non-Executive Director</td> </tr> <tr> <td style="border: none;">Erfana Mahmood (EM)</td> <td style="border: none;">Non-Executive Director</td> </tr> <tr> <td style="border: none;">Dr David Macklin (DM)</td> <td style="border: none;">Executive Director of Operations</td> </tr> <tr> <td style="border: none;">Dr Julian Mark (JM)</td> <td style="border: none;">Executive Medical Director</td> </tr> <tr> <td style="border: none;">John Nutton (JN)</td> <td style="border: none;">Non-Executive Director</td> </tr> <tr> <td style="border: none;">Steve Page (SP)</td> <td style="border: none;">Executive Director of Quality, Governance and Performance Assurance</td> </tr> <tr> <td style="border: none;">Barrie Senior (BS)</td> <td style="border: none;">Non-Executive Director</td> </tr> </table>			Kathryn Lavery (KL)	Chairman	Rod Barnes (RB)	Chief Executive	Roberta Barker (RB)	Director of Workforce and Organisational Development (Interim)	Mark Bradley (MB)	Executive Director of Finance	Ronnie Coutts (RC)	Non-Executive Director	Pat Drake (PD)	Deputy Chairman and Non-Executive Director	Erfana Mahmood (EM)	Non-Executive Director	Dr David Macklin (DM)	Executive Director of Operations	Dr Julian Mark (JM)	Executive Medical Director	John Nutton (JN)	Non-Executive Director	Steve Page (SP)	Executive Director of Quality, Governance and Performance Assurance	Barrie Senior (BS)	Non-Executive Director
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<b>Minute Taker:</b>		Melanie Gatecliff (MG) Executive Officer																										
<b>No.</b>	<b>Description</b>	<b>Format/</b>	<b>Raised by</b>	<b>Timings</b>																								

		Attachment		
1.	<b>Apologies/Declaration of Interests:</b> <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	1000-1005
2.	<b>Minutes of the Meeting</b> held on 28 March 2017 including Matters Arising (not on the agenda) and Action Log	Minutes Action Log	KL	
3.	<b>Chairman's Report</b>	Verbal	KL	1005-1010
4.	<b>Receive the Annual Report Including the Annual Accounts: 2016/17 and the Quality Account and Annual Governance Statement: 2016/17</b>			
4.1	Annual Report & Accounts 2016-17 (and associated statutory returns)	Paper	RB/MB	1010-1050
4.2	Quality Account – 2016/17	Paper	SP	1050-1105
4.3	Annual Governance Statement – 2016/17	Paper	RB	1105-1115
4.4	Letter of Representation to External Audit	Paper	MB	1115-1125
4.5	External Audit Report For Those Charged with Governance	Paper	MB	1125-1135
<b>Break for Refreshments</b>				<b>1135-1145</b>
5.	<b>QUALITY, SAFETY &amp; PATIENT EXPERIENCE</b>			
5.1	Patient Story	Presentation	KL	1145-1155
5.2	For Assurance: Chief Executive's Report and Integrated Performance Report	Paper	RB	1155-1240
5.3	For Approval: Care Quality Commission Action Plan	Paper	SP	1240-1250
5.4	For Approval: Emergency Preparedness Resilience and Response (EPRR) and Special Operations Bi-annual Report, Oct 2016 to Mar 2017	Paper	PM	1250-1300
<b>Break for Lunch to Which Members of the Public are Invited</b>				<b>1300-1330</b>
6.	<b>STRATEGY, PLANNING &amp; POLICY</b>			
6.1	For Assurance: NHS Staff Survey Results	Paper	RBa	1330-1345

6.2	For Approval: YAS' Purpose, Vision and Values	Presentation	RB/ CM	1345-1405
6.3	For Approval: Updated Terms of Reference of the Northern Ambulance Alliance Board	Paper	RB	1405-1415
6.4	To Receive: Charity Commission Guidance It's your decision: charity trustees & decision making (May 2017)	Paper	EM	1415-1420
<b>7.</b>	<b>PERFORMANCE MONITORING</b>			
7.1	Charitable Funds Committee - Minutes of the last meeting held on 17 January 2017	Paper/ Verbal	EM	1420-1430
7.2	Audit Committee – Minutes of the last meeting held on 17 January 2017	Paper/ Verbal	BS	
7.3	Quality Committee – Nothing to report since the last Board meeting of 28 March 2017	Paper/ Verbal	PD	
7.4	Finance & Investment Committee – Nothing to report since the last Board meeting of 28 March 2017	Paper/ Verbal	JN	
7.5	Board Review and Feedback  <b>Board Vital Guiding Principles</b> <b>T</b> – timely, accessible communications <b>R</b> – respect differences; be supportive <b>U</b> – understand shared purpose, risks <b>S</b> – self-awareness; give/receive feedback; time for reflection <b>T</b> – take responsibility; challenge	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'.			
<b>8.</b>	<b>FOR INFORMATION</b>			
8.1	YAS Forum Report of the last meeting held on 17 January 2017	Paper	KL	-
<b>9.</b>	<b>Date of next meeting:</b> 29 August 2017 Pre-Board Presentation: 0900 – 0930 Board of Directors: 0930 start Trust HQ, Kirkstall & Fountains, Springhill 2, Brindley Way, Wakefield, WF2 0XQ			