



AGENDA

Meeting:	Board of Directors Meeting (held in Public)	
Date:	26 October 2023	
Time:	09.00am	
Venue:	The Gledhow Seminar Suite, Gledhow Wing, St James' Hospital, Leeds.	
Membership:	Martin Havenhand Andrew Chang Anne Cooper Tim Gilpin Amanda Moat Jeremy Pease Peter Reading Clare Ashby Kathryn Vause Julian Mark	Chair Non-Executive Director Non-Executive Director (Senior Independent Director) Non-executive Director (Deputy Chair) Non-Executive Director Non-Executive Director Interim Chief Executive Interim Executive Director of Quality, Governance and Performance Assurance Executive Director of Finance Executive Medical Director
In Attendance:	Zafir Ali Adam Layland Jeevan Gill Rachel Gillott Helen Edwards Simon Marsh David O'Brien Mandy Wilcock Chris Lake Dave Green Jackie Cole Carol Weir	Associate Non-Executive Director System Partnership Director System Partnership Director System Partnership Director Assistant Director of Communications and Community Engagement Chief Information Officer Director of Corporate Services/Company Secretary Director of People and Organisational Development Managing Director, Integrated Development Executive Director Designate - Quality and Paramedic Practice Deputy Director of Operations Director (Designate): Strategy, Planning and Performance
Apologies:	Nick Smith	Interim Executive Chief Operating Officer

No.	Description	Format	Lead	Time
1.	OPENING BUSINESS			
1.1	Welcome and Apologies <i>(information)</i>	Verbal	Martin Havenhand, Chair	09.00

No.	Description	Format	Lead	Time
1.2	Declaration of Interests (assurance) 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.	Attached	Martin Havenhand, Chair	
1.3	Minutes of Previous Meetings (approve)	Attachment		
1.3.1	Minutes of meeting held in public on 27 July 2023			
1.4	Matters Arising (assurance) Any Matters Arising in addition to items included on the agenda.	Verbal		
1.5	Action Log (assurance) To review open actions and agree closure of any completed actions.	Attached		
1.6	Patient Story (information)	Presentation	Clare Ashby, Interim Executive Director of Quality, Governance and Performance Assurance	9.05
1.7	Chair's Report (information)	Attached	Martin Havenhand, Chair	9.15
1.8	Chief Executive's Report (information/assurance)	Attached	Peter Reading, Interim Chief Executive	9.20
2.	STRATEGY AND POLICY			
2.1	Business Plan Quarterly Update 2023/24 (assurance)	Attached	Peter Reading, Interim Chief Executive	9.25
2.1.1	Business Planning Cycle (assurance)			
2.1.2	Business Plan Operational Objectives (assurance)			
2.1.3	Amended Objective 17: System Partnership Working (assurance)			
3	ITEMS FOR APPROVAL			
3.1	Seasonal Plan (Winter Plan) 2023/24 (approval)	Attached	Jackie Cole Deputy Director of Operations	10:10
3.2	Response to Verdict in Lucy Letby Trial (approval)	Attached	Clare Ashby Interim Executive Director, Quality Governance and Performance Assurance	10:15
4.	ASSURANCE			
4.1	Risk Report (assurance)	Attached Attached Attached	David O'Brien, Director of Corporate Services/ Company Secretary	10.20
4.1.1	Corporate Risk Register			
4.1.2	Board Assurance Framework Q2 Update			

No.	Description	Format	Lead	Time
			4.1.2 Peter Reading, Interim Chief Executive	
4.2	Integrated Performance Report (<i>assurance</i>)	Attached	Executive Directors	10:25
4.3	Finance Report (month 6) (<i>assurance</i>)	Attached	Kathryn Vause, Executive Director of Finance	10:35
BREAK 10.45-11:00				
4.4	Operational Assurance Report	Attached	Jackie Cole Deputy Director of Operations	11:00
4.5	Digital Bi-annual Update Report (<i>assurance</i>)	Attached	Simon Marsh, Chief Information Officer	11:10
4.6	Highlight Report of the Finance and Performance Committee (<i>assurance</i>)	Attached	Amanda Moat, Committee Chair	11:20
4.7 4.7.1 4.7.2	Quality and Clinical Report (<i>assurance</i>) Safeguarding Annual Report (<i>assurance</i>) Quality Visits and Board Involvement (<i>assurance</i>)	Attached Attached Attached	Clare Ashby, Interim Executive Director of Quality, Governance and Performance Assurance	11:25
4.8	Highlight Report of the Quality Committee (<i>assurance</i>)	Attached	Anne Cooper, Committee Chair	11:35
4.9	People Report (<i>assurance</i>)	Attached Attached Attached	Mandy Wilcock, Director of People and Organisational Development	11:40
4.10	Freedom to Speak Up Bi-Annual Report (<i>assurance</i>)	Attached	Freedom to Speak Up Guardian	11:50
4.11	Highlight Report of the People Committee (<i>assurance</i>)	Attached	Tim Gilpin,	12:00

No.	Description	Format	Lead	Time
4.12	Trust Estate: Reinforced Autoclave Aerated Concrete <i>(assurance)</i>	Attached	Committee Chair Kathryn Vause Executive Director of Finance	12:05
5.	PARTNERSHIP WORKING			
5.1.	System Partnership Quarterly Update <i>(information)</i>	Attached	Adam Layland, Jeevan Gill, Rachel Gillott (System Partnership Directors)	12:15
6.	BOARD GOVERNANCE REGULATORY			
6.1 6.1.2	Governance Report <i>(assurance)</i> Trust Standing Orders <i>(approval)</i>	Attached	David O'Brien Director of Corporate Services/ Company Secretary	12:20
7.	CLOSING BUSINESS			
7.1	Any Other Business <i>(information/approve)</i>	Verbal	Martin Havenhand, Chair	12:25
7.2	Risks <i>(information/agree)</i> <i>Any risks raised during the meeting that require consideration of adding to Risk Registers/Board Assurance Framework</i>	Verbal	Martin Havenhand, Chair	
Meeting Close 12:30				
Date of Next Meeting to be held in Public: 1 February 2024				