

## TRUST BOARD – PUBLIC SESSION AGENDA

**Venue:** Main Room, Aston Business School  
Building, Aston University, Aston Triangle,  
Birmingham B4 7ET

**Date:** 1<sup>st</sup> November 2018, 0930h – 1315h

### Members:

Mr R Samuda (RSM) Chair  
Ms O Dutton (OD) Vice Chair  
Mr M Hoare (MH) Non-Executive Director  
Mr H Kang (HK) Non-Executive Director  
Ms M Perry (MP) Non-Executive Director  
Cllr W Zaffar (WZ) Non-Executive Director  
Prof K Thomas (KT) Non-Executive Director  
Mr T Lewis (TL) Chief Executive  
Dr D Carruthers (DC) Medical Director  
Mrs P Gardner (PG) Chief Nurse  
Ms R Barlow (RB) Chief Operating Officer  
Ms D McLannahan (DM) Acting Director of Finance  
Mrs R Goodby (RG) Director of People & OD  
Miss K Dhami (KD) Director of Governance

### In attendance:

Mrs C Rickards (CR) Trust Convenor  
Mrs R Wilkin (RW) Director of Communications  
Mr D Baker (DB) Director of Partnerships & Innovation  
Miss C Dooley (CD) Head of Corporate Governance  
Mrs B Downing (BD) Deputy Director OD & Learning

Time	Item	Title	Reference Number	Lead
0930h	1.	<b>Welcome, Apologies and Declarations of Interest</b> <i>To declare any interests members may have in connection with the agenda and any further interests acquired since the previous meeting.</i>  <b>Apologies:</b> Mrs Goodby	Verbal	Chair
0935h	2.	<b>Patient Story</b>	Presentation	PG
0950h	3.	<b>Questions from Members of the Public</b>	Verbal	Chair
0955h	4.	<b>Chair's Opening Comments</b>	Verbal	Chair
<b>UPDATES FROM THE BOARD COMMITTEES</b>				
1000h	5a	(a) receive the update from the <b>Audit and Risk Management Committee</b> meeting held on 17 <sup>th</sup> October 2018	TB (11/18) 001	MP
		(b) receive the minutes from the <b>Audit and Risk Management Committee</b> meeting held on 18 <sup>th</sup> July 2018	TB (11/18) 002	MP
1005h	5b	(a) receive the update from the <b>Digital Major Projects Authority Committee</b> meeting held on 26 <sup>th</sup> October 2018	TB (11/18) 003	MP
1010h	5c	(b) receive the update from the <b>Estate Major Projects Authority</b> meeting held on 26 <sup>th</sup> October 2018	TB (11/18) 004	RS
		(c) receive the minutes from the <b>Estate Major Projects Authority</b> meeting held on 21 <sup>st</sup> September 2018	TB (11/18) 005	RS

Time	Item	Title	Reference Number	Lead
1015h	5d	(a) receive the update from the <b>Quality and Safety Committee</b> held on 26 <sup>th</sup> October 2018	TB (11/18) 006	OD
		(b) receive the minutes from the <b>Quality and Safety Committee</b> held on 28 <sup>th</sup> September 2018	TB (11/18) 007 <i>to follow</i>	OD
1020h	5e	(a) receive the update from the <b>Finance and Investment Committee</b> held on 26 <sup>th</sup> October 2018	TB (11/18) 008	MH
		(b) receive the minutes from the <b>Finance and Investment Committee</b> held on 28 <sup>th</sup> September 2018	TB (11/18) 009	MH
<b>MATTERS FOR APPROVAL OR DISCUSSION</b>				
1030h	6.	<b>Chief Executive's Summary on Organisation Wide Issues</b>	TB (11/18) 010	TL
1040h	7.	<b>Integrated Quality and Performance Report</b>	TB (11/18) 011	TL
1050h	7.1	<b>Financial Performance: Month 6 Report and Forecast Scenarios</b>	TB (11/18) 012	DM
1100h	8.	<b>Monthly Risk Register Report (and Brexit risks discussion)</b>	TB (11/18) 013	KD
1110h		<b>BREAK</b>		
1120h	9.	<b>Update on our CQC Annual Review</b>	TB (11/18) 014	KD
1140h	10.	<b>Freedom to Speak Up</b>	TB (11/18) 015	KD
1200h	11.	<b>Winter Readiness Assessment and Requested Plan B</b>	TB (11/18) 016	RB
1220h	14.	<b>Internal Communications Plan: Face to face Communication in Q4</b>	TB (11/18) 017	TL
1240h	15.	<b>Localisation and Reconfiguration of Local Services</b>	TB (11/18) 018	TL
<b>UPDATE ON ACTIONS ARISING FROM PREVIOUS MEETINGS</b>				
1300h	16.	<b>Minutes of the previous meeting and action log</b>	TB (11/18) 019	Chair
		To approve the minutes of the meeting held on 4 <sup>th</sup> October 2018 as a true/accurate record of discussions, and update on actions from previous meetings	TB (11/18) 020	Chair
<b>MATTERS FOR INFORMATION</b>				
1310h	17.	<b>Application of the Trust Seal</b>	TB (11/18) 021	KD
	18.	<b>Any other business</b>	Verbal	Chair
	19.	<b>Details of next meeting: Public Trust Board meeting will be held on Thursday 6<sup>th</sup> December 2018 in the Conference Room, Education Centre, Sandwell General Hospital</b>		