

# TRUST BOARD – PUBLIC SESSION AGENDA

**Venue:**

Durga Bhawan Hindu Cultural Resource Centre, 360 Spon Lane, Smethwick, B66 1AB

**Date:**

Thursday, 5<sup>th</sup> March 2020,  
09:30 – 13:15

**Members:**

Mr R Samuda (RS) Chair  
 Mr M Laverty (ML) Non-Executive Director  
 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  
 Mrs L Writtle (LW) Assoc 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 Dhani (KD) Director of Governance

**In attendance:**

Mrs R Wilkin (RW) Director of Communications  
 Mr D Baker (DB) Director of Partnerships & Innovation  
 Mr A Kenny (AK) Director of Estates and NH  
 Mr M Sadler (MS) Acting Chief Information Officer  
 Mrs C Rickards (CR) Trust Convenor  
 Mrs R Biran (Rbi) Assoc. Director of Corporate Governance  
 Mr L Kennedy (LK)

Time	Item	Title	Reference Number	Lead
09:30	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> Toby Lewis	Verbal	Chair
09:35	2.	<b>Patient Story</b>	Verbal	PG
09:50	3.	<b>Questions from Members of the Public</b>	Verbal	Chair
09:55	4.	<b>Chair's Opening Comments</b>	Verbal	Chair
<b>UPDATES FROM THE BOARD COMMITTEES</b>				
10:00	5a	(a) receive the update from the <b>Audit and Risk Management Committee</b> held on 6 <sup>th</sup> February 2020	TB (03/20) 001	MP
		(b) receive the minutes from the <b>Audit and Risk Management Committee</b> held on 3 <sup>rd</sup> October 2019	TB (03/20) 002	MP
10:05	5b	(a) receive the update from the <b>Charitable Funds Committee</b> held on 13 <sup>th</sup> February	TB (03/20) 003	WZ
		(b) receive the minutes from the <b>Charitable Funds Committee</b> held on 14 <sup>th</sup> November 2019	TB (03/20) 004	WZ
10:10	5c	(a) receive the update from the <b>Finance and Investment Committee</b> held on 28 <sup>th</sup> February 2020	TB (03/20) 005	MH
		(b) receive the minutes from the <b>Finance and Investment Committee</b> held on 2 <sup>nd</sup> January 2020	TB (03/20) 006	MH

Time	Item	Title	Reference Number	Lead
10:15	5d	(a) receive the update from the <b>Quality and Safety Committee</b> held on 28 <sup>th</sup> February 2020	TB (03/20) 007	HK
		(b) receive the minutes from the <b>Quality and Safety Committee</b> held 24 <sup>th</sup> January 2020.	TB (03/20) 008	HK
10:20	5e	(a) receive the update from the <b>Digital Major Projects Authority</b> held 28 <sup>th</sup> February 2020	TB (03/20) 009	MP
		(b) receive the minutes from the <b>Digital Major Projects Authority</b> held on 24 <sup>th</sup> January 2020	TB (03/20) 010	MP
10:25	5f	(a) receive the update from the <b>Public Health, Community Development and Equality Committee</b> held 28 <sup>th</sup> February 2020	TB (03/20) 011	MP
		(b) receive the minutes from the <b>Public Health, Community Development and Equality Committee</b> held on 29 <sup>th</sup> November 2019	TB (03/20) 012	MP
<b>MATTERS FOR APPROVAL OR DISCUSSION</b>				
10:30	6.	<b>Chief Executive's Summary on Organisation Wide Issues</b>	TB (03/20) 013	KD
10:45	7.	<b>Integrated Quality and Performance Report</b>	TB (03/20) 014	KD
11:00	8.	<b>Monthly Risk Register Report</b>	TB (03/20) 015	KD
11:10	9.	<b>BREAK</b>		
11:20	10.	<b>Annual Operating Plan 2020/21</b>	TB (03/20) 016	DM/ RG
		<ul style="list-style-type: none"> <li>▪ Finance Plan</li> <li>▪ Workforce Plan</li> </ul>		
11:50	11.	<b>Safety Plan: January data and Q4 expectations</b>	TB (03/20) 017	PG
12:05	12.	<b>Patient voice scorecard</b>	TB (03/20) 018	KD
12:20	13.	<b>Volunteering update</b>	TB (03/20) 019	RW
12:30	14.	<b>Education review: Medical Education</b>	TB (03/20) 020	DC
<b>MATTERS FOR INFORMATION / NOTING</b>				
	15.	<b>Finance Report: Month 10 2019/20</b>	TB (03/20) 021	DM
	16.	<b>NHS Regulatory Undertakings: monthly status update on agency and four hour standard</b>	TB (03/20) 022	KD
	17.	<b>Application of the Trust Seal</b>	TB (03/20) 023	KD
<b>UPDATE ON ACTIONS ARISING FROM PREVIOUS MEETINGS</b>				
13:15	18.	<b>Minutes of the previous meeting and action log</b>	TB (03/20) 024	Chair
		To approve the minutes of the meeting held on 6 <sup>th</sup> February 2020 as a true/accurate record of discussions, and update on actions from previous meetings	TB (03/20) 025	Chair
<b>MATTERS FOR INFORMATION</b>				
	19.	<b>Any other business</b>	Verbal	Chair
	20.	<b>Details of next meeting of the Public Trust Board: Thursday, 2<sup>nd</sup> April in the Hayward Room, Education Centre at City Hospital.</b>		