







## Meeting of the Board of Directors – IN PUBLIC




Friday 6 July 2012 at 1330

### Board Room, Liverpool Women's Hospital

Item no.	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item	CQC Outcome	CNST Standard	NHSLA Standard
12/13/80	Apologies for absence	Receive apologies	Verbal	Chair	1 min (1331)			
12/13/81	Meeting guidance notes  Meeting Attendees' Guidance, May 2012.	To receive the meeting attendees' guidance notes	Written guidance	Chair	1 min (1332)			
12/13/82	Declarations of interest – <i>do directors have any interests to declare?</i>	Identify and avoid conflicts of interest	Verbal	Chair	1 min (1333)			
12/13/83	Chair's announcements – <i>what significant announcements do the Chair need to make?</i>	Report activities since the last Board meeting and announce items of significance not elsewhere on the agenda	Written and verbal	Chair	5 mins (1338)			
<b>MATTERS FOR DISCUSSION AND BOARD ACTION / DECISION</b>								
<b>Assurance – Quality</b>								
<b>To deliver safe services</b>								
12/13/84	Annual infection prevention and control report 2011/12 – <i>what was the Trust's performance in</i>	Receive and review the annual report	Written report	Director of Infection Prevention &	17 mins (1355)	8	1.2, 2.1, 2.6, 2.8, 2.9, 3.8	3.1, 4.6

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	<p><i>respect of infection prevention and control?</i></p>  <p>IPCT Annual report for Board Meeting Jul</p>			Control				
12/13/85	<p>Complaints, Litigation, Incidents and Patient Advice &amp; Liaison Service report for October 2011 – March 2012, and Complaints Annual Report 2011/12 – <i>what complaints, claims and PALS issues have there been during the year, and how has the Trust responded?</i></p>  <p>CLIP 2011-12 BoD summary July 2012 v.</p>	Receive and review the annual report and receive assurance following review by the Governance and Clinical Assurance Committee	Written report	Director of Nursing, Midwifery & Patient Experience	10 mins (1405)	4		2.2, 2.3, 2.6
12/13/86	<p>Vetting and barring – <i>what are the vetting and barring requirements in respect of people seeking to work at the Trust?</i></p>  <p>Board Report Disclosure and Barring</p>	To receive details of the latest guidance in respect of the Trust's responsibilities for vetting and barring	Written report	Director of Human Resources & Organisational Development	5 mins (1410)	12		1.10

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<b>To deliver the best possible experience for patients and staff</b>								
12/13/87	Patient environment action team report – <i>what are the findings of the latest assessment of the Trust's patient environment?</i>  Annual PEAT Assessment July 2011	To receive and review the results of the Trust's latest PEAT assessment	Written report	Director of Finance	5 mins (1415)	5, 8		
<b>Strategy &amp; Planning</b>								
12/13/88	Big Push Phase 4 – <i>what are the proposals in respect of Phase 4?</i>  Phase 4 Big Push July 2012.doc	To review and agree the proposals for the next phase of the Trust's developments in maternity services	Written report	Chief Operating Officer	15 mins (1430)	10	2.1, 2.2, 4.4, 5.4, 5.5, 5.6, 5.9	4.1
<b>Performance</b>								
<b>To be efficient and make the best use of resources</b>								
12/13/89	HealthCheck – <i>what is the Trust's latest service and financial performance?</i>	Review the latest Trust performance report	Written report	Chief Operating Officer & Director of Finance	10 mins (1440)			

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	 Financial Performance to May :  Healthcheck Cover Sheet.doc							
12/13/90	Independent review of governance – <i>what is the latest position in respect of actions required following the review?</i>  Independent Review of Governance Verita	Review of latest position and assurance from Governance and Clinical Assurance Committee	Written	Director of Nursing, Midwifery & Patient Experience	5 mins (1445)	4		1.6, 2.5
<b>BREAK (to 1500)</b>								
<b>Assurance – Governance</b>								
12/13/91	Non-Executive Director succession planning – <i>what skill set is required for the Board from 2012/13, how many vacancies does it wish to recruit to and for what terms?</i>	Agree recommendations to be put to the Council of Governors	Verbal report	Chair	15 mins (1515)			
12/13/92	Review of risk impacts of items discussed – <i>have any new risks been identified during the course of the meeting?</i>	Identify any new risk impacts	Verbal	Chair	1 min (1516)			

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12/13/93	Any other business – <i>is there any other business that needs to be considered today?</i>	Consider any urgent items of other business	Verbal or written	Chair	2 mins (1518)			
12/13/94	Review of meeting – <i>did the meeting achieve its objectives; what went well and what could have gone better?</i>	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Verbal	Chair / all	1 min (1519)			
12/13/95	Date, time and place of next meeting – <i>Friday 7 September 2012 at 1300 in the Board Room, Liverpool Women's Hospital</i>	Confirm arrangements for next meeting	Verbal	Chair	1 min (1520)			