



**York and Scarborough
Teaching Hospitals**
NHS Foundation Trust

Board of Directors – Public

Wednesday 25th May 2022
Time: 9:00am – 11:00am

Boardroom, Trust HQ, 2nd Floor, York Hospital



Good Meeting Etiquette

KEY POINTS

- ❖ **Good meeting behaviour contributes to good meeting outcomes.**
- ❖ **Effective meetings need forethought and preparation.**
- ❖ **Listening, respecting your colleagues' right to express their views and making your points constructively are the cornerstones of good meeting etiquette.**

The checklist below includes activities you could go through at the start of your meeting. They give you a clear summary of what everyone should expect to be able to do, and how they can expect to be treated.

ASK YOURSELF, *HAVE I...*

- ✓ **read and understood the minutes and papers?**
- ✓ **checked the agenda?**
- ✓ **made notes on what I want to say?**
- ✓ **got written responses to anything I've been asked to address?**
- ✓ **arranged to be there for the whole meeting?**

TELL YOURSELF, *I WILL...*

- ✓ **actively participate ensuring I stick to the point, but do not dominate the meeting.**
- ✓ **really listen to what people say.**
- ✓ **compliment the work of at least one colleague.**
- ✓ **try to make at least one well prepared contribution but not repeat what someone else has said.**
- ✓ **remember it is about representing members and not bring personal experiences to the meeting.**

ENVIRONMENT

- ✓ **can I hear/see everything that is going on?**
- ✓ **is my phone switched off?**

BOARD OF DIRECTORS MEETING

The programme for the next meeting of the Board of Directors will take place:

On: Wednesday 25th May 2022

TIME	MEETING	ATTENDEES
9:00 – 11:00	Board of Directors meeting held in public	Board of Directors Members of the Public
11:15 – 1:30	Board of Directors – Private	Board of Directors
2:00 – 4:00	Board of Directors – ‘People’ Time-Out session	Board of Directors

Board of Directors Public Agenda

All items listed in blue text, are to be received for information/ assurance and no discussion time has been allocated within the agenda. These items can be viewed in a separate supporting information pack (Blue Box).

ITEM	SUBJECT	LEAD	PAPER	PAGE	TIME
1.	Welcome and Introductions	Chair	Verbal	-	9.00
2.	Apologies for Absence To receive any apologies for absence.	Chair	Verbal	-	
3.	Declarations of Interest To receive any changes to the register of Directors' interests or consider any conflicts of interest arising from the agenda.	Chair	Verbal	-	
4.	Minutes of the meeting held on 30 March 2022 To be agreed as an accurate record.	Chair	A	9	
5.	Matters Arising / Action Log To discuss any matters or actions arising from the minutes or action log.	Chair	Verbal	-	
6.	Patient Story To receive a patient story.	Chief Nurse	Verbal	-	9.05
7.	Chief Executive's Update To receive an update from the Chief Executive including current pressures and Trust Priorities	Chief Executive	B (to follow)	-	9.25

ITEM	SUBJECT	LEAD	PAPER	PAGE	TIME
8.	Board Assurance Framework 2021/22 To receive and note the year-end report.	Chief Executive	C	21	9.45
Strategic Goal: To deliver safe and high quality patient care					
9.	Nurse Staffing Report To receive the report. Appendix 1-2	Chief Nurse	D	37	9.50
10.	Nurse Recruitment and Retention Report To receive the report.	Chief Nurse	E	49	9.55
11.	Final Ockenden Report and Trust Update To receive the report to include: <ul style="list-style-type: none"> Perinatal Clinical Quality Surveillance Report (incl. Ockenden, PMRT and Continuity of Carer) Response to final Ockenden report CNST Year 4 Safety Action 4 Assurance 	Chief Nurse	F1 F2 F3	53 71	10.00
12.	CQC Update To receive the report. Appendix A	Chief Nurse	G	91	10.15
13.	Quality Assurance Committee Minutes To receive and note the minutes of the meetings held on 22 March and 19 April 2022.	Committee Chair	H1 H2	103 113	10.25

Strategic Goal: To ensure financial sustainability

ITEM	SUBJECT	LEAD	PAPER	PAGE	TIME
14.	Group Audit Committee Minutes To receive and note the minutes of the meeting held on 17 March 2022.	Committee Chair	I	123	10.30

Strategic Goal: To support an engaged, healthy and resilient workforce

15.	Resources Assurance Committee Minutes To receive and note the minutes of the meetings held on 22 March and 19 April 2022.	Committee Chair	J1 J2	137 149	10.35
16.	Integrated Business Report To receive and discuss the IBR, highlighting any areas of concern not already discussed.	All	<i>Separate Report</i>	-	10.40

Governance

17.	Annual Provider Licence - Self certification To approve the self-certifications.	Associate Director of Corporate Governance	K	157	10.45
18.	Fit and Proper Persons Review To note the Fit and Proper Persons Review.	Associate Director of Corporate Governance	L	183	10.50
19.	Any other business including questions from the public	Chair	Verbal	-	10.55
19.1	• May Executive Committee minutes				
19.2	• Star Award nominations - June				

ITEM	SUBJECT	LEAD	PAPER	PAGE	TIME
20.	Time and Date of next meeting				
	The next meeting held in public will be on 29 June 2022.				
21.	Exclusion of the Press and Public				
	'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(2), Public Bodies (Admission to Meetings) Act 1960.				
22.	Close				11.00