**Meeting of the Board of Directors**

**HELD IN PUBLIC**

**Friday 3 June 2016 at Liverpool Women’s Hospital at 1000 - 1200**

**Board Room**

| **Item no.** | **Title of item** | **Objectives/desired outcome** | **Process** | **Item**  **presenter** | **Time** | **CQC Fundamental Standard** | | **BAF**  **Risk** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Thank you to Staff |  |  |  | 1000  10mins |  | |  |
| 138 | Apologies for absence &  Declarations of interest | Receive apologies | Verbal | Chair |  | - | | - |
| 139 | Freedom to Speak Up Guardian | To provide overview of the role | Verbal/Presentation | Chris McGhee | 1010  20mins |  | |  |
| 140 | Meeting guidance notes | To receive the meeting attendees’ guidance notes | Written guidance | Chair |  | Well Led | | - |
| 141 | Minutes of the previous meetings held on Friday 6 May and 20 May 2016 | Confirm as an accurate record the minutes of the previous meetings | Written | Chair | 1030  10mins | Well Led | | - |
| 142 | Action Log and matters arising | Provide an update in respect of on-going and outstanding items to ensure progress | No actions outstanding | Chair |  | Well Led | | - |
| 143 | Chair’s announcements | Announce items of significance not elsewhere on the agenda | Verbal | Chair | 1040  10mins | - | | - |
| **BOARD ASSURANCE** | | | | | | | | |
| 144 | Chief Executive Report | Report key developments and announce items of significance not elsewhere | Written | Chief Executive | 1050  10mins | Well Led | | - |
| 145 | Chair’s Report from the Audit Committee held on 20 May 2016, including Audit Committee Annual Report contained within the Annual Report and Accounts 2016. | Receive assurance and any escalated risks | Verbal/Written | Committee Chair | 1100  10mins | Well Led | | 5a,b,c,d,e |
| 146 | Chair’s Report from the Governance and Clinical Assurance Committee held on 27 May 2016 | Receive assurance and any escalated risks | Verbal | Committee Chair |  | Well Led | |  |
| 147 | Bi annual Staffing Assurance Report (NHS England reporting requirement). | Receive assurance | Written | Deputy Director of Nursing and Midwifery | 1110  10mins | Well Led  staffing | |  |
| **TRUST PERFORMANCE** | | | | | | | | |
| 149 | Performance Report | Review the latest Trust performance report and receive assurance | Written | Associate Director of Operations | 1120  10mins | Well Led Staffing | | 3a |
| 150 | Finance Report – Year end 2015/16 | To note the current status of the Trusts financial position | Written | Director of Finance | 1130  15mins | Well Led | | 5a,b,c,d,e |
| **TRUST STRATEGY** | | | | | | | | |
| 151 | Future Generations strategy Update | To brief the Board on progress and risks | Verbal | Chief Executive | 1145  5 mins | Well Led | | Strategic aim |
| **BOARD GOVERNANCE** | | | | | | | | |
| 152 | Corporate Risk Register | To review and note the current risks not being able to manage at a service level | Written | Trust Secretary | 1150  10mins | Well Led | | Strategic aim |
| 153 | Review of risk impacts of items discussed | Identify any new risk impacts | Verbal | Chair |  | Well Led | | - |
| **HOUSEKEEPING** | | | | | | | | |
| 154 | Any other business | Consider any urgent items of other business | Verbal | Chair |  | | - | - |
|  | Review of meeting | Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time) | Verbal | Chair / all |  | | - | - |

Date, time and place of next meeting Friday 1 July 2016

**Meeting to end at 1200**

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| --- | --- | --- | --- | --- |
| 1200-1215  15 mins | Questions raised by members of the public observing the meeting on matters raised at the meeting. | To respond to members of the public on matters of clarification and understanding. | Verbal | Chair |