

## BOARD OF DIRECTORS MEETING

- meeting held in public –

##### Wednesday, 25 January 2017

**08:30 – 11:40**

**Egrove Park (Saїd Business School)**

**Kennington Road, Oxford (for Sat Nav OX1 5NZ)[[1]](#footnote-1)**

## Agenda

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|  |  | Indicative Time |
| 1. Welcome and Apologies for Absence
 | MGH | 08:30 |
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| **INTRODUCTORY ITEMS** |  |  |
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| 1. Declarations of Interest (oral report)
* *To confirm Directors’ interests*
 | MGH | 08:30 |
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| 1. Minutes and Matters Arising of the Board of Directors Meeting Held on 01 December 2016 (paper – BOD 01/2017)
* *To confirm the Minutes of the meeting and report on matters arising*
 | MGH | 08:35 |
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| 1. Chief Executive’s Report (paper – BOD 02/2017)
* *To note*
 | SB | 08:55 |
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| 1. Chief Operating Officer’s Report (paper – BOD 03/2017)
* *To note*
 | DH  | 09:20 |
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| **SAFETY & QUALITY**  |  |  |
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| 1. Quality and Safety Report: Effectiveness (paper – BOD 04/2017)
* *To note*
 | MH | 09:35 |
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| 1. Inpatient Safer Staffing (Nursing) (paper – BOD 05/2017)
* *To note*
 | RA | 09:45 |
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| **FINANCE, PERFORMANCE & GOVERNANCE** |  |  |
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| 1. Finance Report (paper – BOD 06/2017)
* *To note*
 | MMcE | 10:00 |
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| 1. Performance Report (paper – BOD 07/2017)
* *To note*
 | MMcE | 10:15 |
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| 1. Workforce Performance Report (paper – BOD 08/2017)
* *To note*
 | MMcE | 10:30 |
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| 1. Business Plan Q3 Report (paper – BOD 09/2017)
* *To note*
 | MMcE | 10:45 |
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| 1. Access to Healthcare for People with Learning Disabilities (paper – BOD 10/2017)
* *To note*
 | RA/DH | 11:00 |
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| **STAFF AND PATIENT EXPERIENCE PRESENTATIONS** |  |  |
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| 1. Experiences of the ‘Rebuilding Your Life’ programme in the Oxfordshire Chronic Fatigue Syndrome/Myalgic Encephalomyelitis (CFS/ME) Service (presentation)
* *To note*

*The patient stories presented to Board may have certain details anonymised to protect individuals’ confidentiality; permissions have been granted.* | RA | 11:10 |
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| **STRATEGY** |  |  |
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| *No separate items* |  |  |
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| **REPORTS/RECOMMENDATIONS FROM COMMITTEES** |  |  |
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| 1. Minutes from Committees:
	* 1. Finance and Investment Committee – 08 November 2016 (paper – BOD 11/2017)
 |  LW | 11:30 |
|  |  |  |
| 1. Any Other Business and confirmation of any changes to strategic risks[[2]](#footnote-2)
 | MGH | 11:35 |
|  |  |  |
| Meeting Close |  | 11:40 |
| Date of next meeting: Wednesday, 22 February 2017 |  |  |

1. From North (via M40): leave M40 at Junction 9 (signposted Oxford A34); follow the A34 southbound until the Hinksey Hill Interchange.

From South/West (via M4/A34): follow the A34 northbound until the Hinksey Hill Interchange.

From London: follow the signs for M40 West/Oxford; remain on the M40 until Junction 8; keep left (signposted Oxford A40) on the M40 slip road on to the A40; keep on the A40 until the Headington roundabout; turn left (signposted Ring Road, The South); and follow the Ring Road through three roundabouts (following signs for Newbury A34). [↑](#footnote-ref-1)
2. The Trust’s Strategic Risks in the Board Assurance Framework are:

1.1. Failure to: (i) meet consistently **quality standards** for clinical care; (ii) address variability across quality standards; or (iii) reconcile conflicting quality standards or guidance, will result in poorer outcomes for patients and poorer patient safety and experience

1.2. Failure of service models to deliver an **integrated care pathway** may mean that the individual needs of patients, including those with special needs and/or disabilities, are not met and that patients are not provided with appropriate access to, and transfer between, services

1.3. Failure to **manage change effectively** may compromise quality and safety during the transition from current to future service models and compromise staff and stakeholder engagement

1.4. Failure to ensure **patients and carers** are involved in managing and **leading on their own care** could lead to compromising patient outcomes and not delivering sustainable health care

2.1. Failure to put effective **governance** (both corporate and clinical) arrangements in place may lead to: poor oversight at Board level of risks and challenges; strategic objectives not being established or structures not in place to achieve those objectives; or appropriate structures and processes not in place to maintain the Trust's integrity, reputation and accountability to its stakeholders

2.2. Ineffective **business planning** arrangements that do not integrate activities at all levels of the Trust may lead to: the Trust being in breach of regulatory and statutory obligations; the Trust failing to achieve its annual objectives and consequently being unable to meet its strategic objectives

2.3. Non-delivery of **CIP** savings and productivity gains may lead to: failure to deliver the Trust's financial plans; additional scrutiny and intervention by NHS Improvement (formerly Monitor); insufficient cash generation to fund future capital programmes

3.1. Failure to fully realise the Trust's **academic and Research and Development potential** may adversely affect its reputation and lead to loss of opportunity

3.2. Failure to be sufficiently **innovative and leading edge** in its practice may lead to the Trust not being able to keep current contracts or realise its potential in a competitive market

4.1. Failure of the **Health and Social Care Systems** in which we work **to act together** to deliver integrated care. Changes in Health and Social Care Systems may impact adversely on the operations of the Trust

4.2. Failure to work collaboratively and effectively with **external partners** may compromise service delivery and stakeholder engagement

4.3. If the Trust does not proactively **engage** with its **membership, patients and the wider public** then this may compromise its ability to listen and respond to feedback, involve stakeholders proactively and communicate effectively and transparently

5.1 A. Inadequate planning for current and future **workforce** requirements (including number of staff, calibre, skills and training) or ability to respond to changing requirements in a timely manner may lead to: impaired ability to deliver the quantity of healthcare services to the required standards of quality; and inability to achieve the business plan and strategic objectives

5.1 B. Inability to fill **vacancies** resulting in the quality and quantity of healthcare being impaired

5.2. Failure to put in place a coherent and co-ordinated structure and approach to **organisational development and leadership** development may jeopardise: (i) the development of robust clinical and non-clinical leadership to support service delivery and change; (ii) the Trust becoming a clinically-led organisation; and (iii) the Trust becoming a "well-led" organisation under the CQC domain

6.1. Incomplete and inaccurate **data and records**, both clinical and operational, may lead to: less effective planning and decision-making; lesser control over service safety and quality; lesser ability to drive improvements in safety, quality and productivity

6.2. Failure to meet the key objectives of the project to replace the **Electronic Health Record** system may lead to: inaccurate patient records; inefficient use of clinicians' time; less safe and lesser quality of care; increased cost of operation through lost opportunities to improve productivity

7.1. **Facilities** being unsuitable or unfit for purpose may lead to: increased risk to patient safety; lesser quality of care and patient experience; increased cost of operation; breach of statutory requirements [↑](#footnote-ref-2)