

## **PUBLIC**

Please notify attendance and send queries to Kerry Rogers, Director of Corporate Affairs & Company Secretary on [kerry.rogers@oxfordhealth.nhs.uk](mailto:kerry.rogers@oxfordhealth.nhs.uk)



# **BOARD OF DIRECTORS' MEETING**

- meeting held over video streaming, content to be publicly available subsequently –

**Wednesday, 30 September 2020**  
**09:30 – 12:30**

## **Microsoft Teams virtual meeting**

### **Agenda**

		Indicative Time
1. Welcome and Apologies for Absence <sup>1</sup>	DW	09:30
<b><u>INTRODUCTORY ITEMS</u></b>		
2. Declarations of Interests (oral update)	DW	
<ul style="list-style-type: none"><li>To confirm Directors' interests and notify of any potential conflicts.</li></ul>		
3. Trust Chair's Report (paper – BOD 49/2020) and update on the Council of Governors' meeting on 10 September 2020 and the Annual Members' Meeting & Annual General Meeting on 24 September 2020 (oral update)	DW	
<ul style="list-style-type: none"><li>To note</li></ul>		
4. Minutes and Matters Arising of the Board of Directors' meeting held on 22 July 2020 (paper – BOD 50/2020)	DW	09:40
<ul style="list-style-type: none"><li>To be taken as read unless amendments to the Minutes or updates on Matters Arising</li></ul>		
<b><u>CHIEF EXECUTIVE AND PERFORMANCE/OPERATIONS</u></b>		
5. Chief Executive's Report (paper – BOD 51/2020)	NB	09:45
<ul style="list-style-type: none"><li>To discuss</li></ul>		
6. Performance Report and operational perspective (paper – BOD 52/2020)	MW/ DR	10:10
<ul style="list-style-type: none"><li>To highlight key points from the covering report and discuss concerns</li></ul>		
<b><u>WORKFORCE AND STAFF EXPERIENCE</u></b>		
7. Human Resources Report (workforce performance) (paper – BOD 53/2020)	TB	10:25
<ul style="list-style-type: none"><li>Report by exception and discuss concerns. For supporting detail, see <b>Reading Room/Appendix (paper – RR/APP_BOD 13/2020)</b></li></ul>		

<sup>1</sup> Apologies: Chris Hurst, Non-Executive Director

- |   |     |       |
|---|-----|-------|
| 8. Guardian of Safe Working Hours Report (paper – BOD 54/2020)  | MHa | 10:35 |
| <ul style="list-style-type: none"> <li>• <i>Report by exception and discuss concerns.</i></li> </ul>  |     |       |
| 9. Annual report of the Cultural Ambassadors programme (oral update)  | TB  | 10:40 |
| <ul style="list-style-type: none"> <li>• <i>To receive and discuss<br/>The patient/staff stories presented to Board may have certain details anonymised to protect individuals' confidentiality; permissions have been granted. <b>Presenters attend in good faith to share their experiences and would prefer that any personal details which may, however, be shared are not then taken away by those in attendance.</b></i></li> </ul> |     |       |
| 5 minutes break (if required)   |     | 11:10 |

## **SAFETY AND PATIENT EXPERIENCE**

- |   |              |       |
|---|--------------|-------|
| 10. Inpatient Safer Staffing (Nursing) Report (paper – BOD 55/2020)   | MC           | 11:15 |
| <ul style="list-style-type: none"> <li>• <i>Report by exception and discuss concerns.</i></li> </ul>  |              |       |
| 11. Safety and Quality report: Patient Experience (paper – BOD 56/2020)   | MC           | 11:20 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points and note.</i></li> </ul>  |              |       |
| 12. Joint Children & Adults Safeguarding annual report (paper – BOD 57/2020)  | MC           | 11:30 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points from the covering report and note. For supporting detail, see <b>Reading Room/Appendix (paper – RR/App_BOD 14/2020).</b></i></li> </ul> |              |       |
| 13. Allied Health Professionals strategy (paper – BOD 58/2020)  | SB/RK<br>/MC | 11:40 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points and note.</i></li> </ul>  |              |       |

## **FINANCE & GOVERNANCE**

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|--|------|-------|
| 14. Finance Report (paper – BOD 59/2020)   | MMcE | 11:55 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points and note</i></li> </ul>  |      |       |
| 15. Legal, Regulatory & Policy update covering report (paper – BOD 60/2020)  | KR   | 12:05 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points from the covering report and note. For supporting detail, see <b>Reading Room/Appendix (paper – RR/App_BOD 15/2020)</b></i></li> </ul> |      |       |
| 16. Board Assurance Framework and risk registers report (paper – BOD 61/2020)  | KR   | 12:10 |
| <ul style="list-style-type: none"> <li>• <i>To highlight key points. For supporting detail, see <b>Reading Room/Appendix (papers – RR/App_BOD 16/2020 and RR/App_pvt_BOD 01-05/2020)</b></i></li> </ul>    |      |       |

## **ESCALATIONS FROM COMMITTEES**

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|---|--------|-------|
| 17. Key points to escalate or highlight from Board Committees: Quality Committee; Finance & Investment Committee; Charity Committee; Mental Health Act Committee; and People, Leadership & Culture Committee (oral update)                | Chairs | 12:15 |
| <ul style="list-style-type: none"> <li>• <i>To highlight or escalate key points. Minutes of recent meetings are provided for reference in the <b>Reading Room/Appendix (papers – RR/App_BOD 17-19/2020 &amp; 21/2020).</b></i></li> </ul> |        |       |

18. Any Other Business (including items to highlight from the Reading Room/Appendix) and Questions DW 12:20

Meeting Close 12:30

**READING ROOM/APPENDIX**

- supporting reports to be taken as read and noted -

19. Workforce Performance Report - September final version (Paper - RR/App\_BOD 13/2020)

20. Joint Children & Adults Safeguarding annual report (paper – RR/App\_BOD 14/2020)

21. Legal, Regulatory & Policy update report (paper – RR/App\_BOD 15/2020)

22. Board Assurance Framework (paper – RR/App\_BOD 16/2020) and Trust Risk Register  
(CONFIDENTIAL SUPPORTING MATERIAL NOT FOR USUAL PUBLICATION – Private Reading Room RR/App-pvt\_BOD 01-05/2020)

23. Minutes/updates from Committee meetings:

- a. Quality Committee highlight and escalation report on Improving Care: 5 Questions from the Quality Committee meeting on 09 September 2020 (CONFIDENTIAL SUPPORTING MATERIAL NOT FOR USUAL PUBLICATION – Private Reading Room RR/App-pvt\_BOD 18/2020)
- b. Quality Committee on 08 July 2020 (paper – RR/App\_BOD 17/2020)
- c. Finance & Investment Committee on 09 July 2020 (paper – RR/App\_BOD 18/2020)
- d. Charity Committee on 10 June 2020 (paper – RR/App\_BOD 19/2020)
- e. ~~Mental Health Act Committee on 23 July 2020~~ (paper – RR/App\_BOD 20/2020 Withdrawn)
- f. People, Leadership & Culture Committee on 15 July 2020 (paper – RR/App\_BOD 21/2020)