

## BOARD OF DIRECTORS’ MEETING

##### Wednesday, 22 May 2024

##### 09:00 – 12:30

**Microsoft Teams virtual meeting**

## Agenda

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| **INTRODUCTORY ITEMS** | **Paper/ Reading Room** | **Purpose** | **Lead** | **Indicative Time** |
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| 1. **#Hellomynameis** and apologies for absence[[1]](#footnote-2) | - | Welcome | Chair | 09:00 |
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| 1. Patient Story – Buckinghamshire Adult Mental Health Services | BOD 26/2024 | Discussion | Chief Nurse | 09:05 |
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| 1. Staff Story – Apprenticeship Programme, Abingdon Community Hospital | BOD 27/2024 | Discussion | Chief People Officer | 09:20 |
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| 1. Declarations and Register of Directors’ Interests | BOD 28/2024 | Update | Chair | 09:35 |
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| 1. Minutes and Matters Arising of the meeting held on 27 March 2024 | BOD 29/2024 | Approval | Chair |  |
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| **STRATEGIC, REGULATORY & SYSTEM** | | | | |
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| 1. Trust Chair’s report | BOD 30/2024 | Discussion | Chair | 09:45 |
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| 1. Chief Executive’s report   (supporting access to the Buckinghamshire, Oxfordshire & Berkshire West (**BOB**) Integrated Care Board (**ICB**) Board papers: <https://www.bucksoxonberksw.icb.nhs.uk/about-us/board-meetings/board-papers/>) | BOD 31/2024 | Discussion | CEO | 09:55 |
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| 1. Corporate Affairs report including updates on:    1. Legal, Regulatory and Policy;    2. Board Assurance Framework (strategic risks);    3. Charity and Involvement impact and updates; and    4. Communications and Engagement | BOD 32/2024  *RR/App 17/2024* | Information &  Assurance | AD of Corp Affairs | 10:10 |
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| **PERFORMANCE, PEOPLE & SUSTAINABILITY** | | | | |
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| 1. Annual Plan 2024/25 (including financial planning update) | BOD 33/2024 | Approval | Chief Finance Officer | 10:20 |
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| 1. Integrated performance and sustainability reporting:    1. Integrated Performance Report (**IPR**);    2. Safety & Quality Dashboard; and    3. Finance report | BOD 34/2024 | Information &  Assurance | Exec Team | 10:35 |
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| *10 minutes’ break (if required)* | | | | 11:15 |
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| 1. Board Committees’ update reports and recommendations from recent meetings:    1. 3As reports (matters for Alert, Advice and Assurance) from Committees (see Reading Room for supporting Committee minutes and agendas)    2. Committee recommendations:       1. Quality Committee recommendations:       * Director of Infection Prevention & Control annual report;       * Complaints annual report; and       * Research & Development policy       1. People, Leadership & Culture Committee: Guardian of Safe Working Hours and Medical Education reports | BOD 35/2024  *RR/App  18-23/2024*  *RR/App  24/2024*  *RR/App  25/2024* | Discussion  Approval  Assurance | C’ttee Chairs  Chief Nurse and  QC Chair  Chief Medical Officer and PLC Chair | 11:25 |
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| **QUALITY & PEOPLE** | | | | |
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| 1. Freedom To Speak Up Guardians’ annual report | BOD 36/2024 | Assurance | LB/RBS/ Chief People Officer | 11:40 |
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| 1. Patient Safety Incidents (**PSI**) report | BOD 37/2024 | Assurance | Chief Nurse | 11:55 |
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| **GOVERNANCE & REGULATORY** | | | | |
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| 1. Corporate Registers: receipt of gifts and hospitality | BOD 38/2024 | Assurance | AD of Corp Affairs | 12:10 |
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| **CONCLUSION & RESOLUTION TO CONDUCT PRIVATE BUSINESS** | | | | |
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| 1. Any Other Business | - | - | Chair | 12:20 |
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| 1. Questions from the public and any governors or staff attending | - | - | Chair |  |
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| 1. Review of the Meeting | - | - | Chair |  |
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| 1. Resolution by the Board to exclude the public and conduct its business in private for confidential matters which may be prejudicial to the public interest if conducted in public or for other reasons | - | Approval | Chair |  |
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| Meeting Close |  |  |  | 12:30 |
| Next meetings in public:   * 26 June 2024 (Annual Report & Accounts) * 24 July 2024 |  |  |  |  |
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| **READING ROOM/APPENDIX**  - supporting reports to be taken as read to prompt discussion and decisions as required - | | | | |
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| 1. Appendix to the Chief Executive’s report: 2. access to the Buckinghamshire, Oxfordshire & Berkshire West (**BOB**) Integrated Care Board (**ICB**) Board papers:<https://www.bucksoxonberksw.icb.nhs.uk/about-us/board-meetings/board-papers/> | | | | |
| 1. Appendices to the Corporate Affairs update report (paper - RR/App 17/2024): 2. Legal, Regulatory & Policy update; 3. Board Assurance Framework (strategic risks) 4. Charity and Involvement impact and updates; and 5. Communications and Engagement | | | | |
| 1. Meetings, minutes, agendas and supporting information from Committees: 2. Audit Committee on 22 February 2024 and agenda for 23 April 2024 (paper - RR/App 18/2024) 3. Charity Committee on 07 February 2024 and agenda for 07 May 2024 (paper - RR/App 19/2024) 4. Finance & Investment Committee on 12 March 2024 and agenda for 09 May 2024 (paper - RR/App 20/2024) 5. Mental Health & Law Committee on 29 February 2024 and agenda for 13 May 2024 (paper - RR/App 21/2024) 6. People, Leadership & Culture Committee on 30 April 2024 (paper - RR/App 22/2024) 7. Quality Committee on 08 February 2024 and agenda for 02 May 2024 (paper - RR/App 23/2024) | | | | |
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| 1. Quality Committee recommendations (paper - RR/App 24/2024):    1. Director of Infection Prevention & Control annual report;    2. Complaints annual report; and    3. Research & Development policy | | | | |
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| 1. People, Leadership & Culture Committee: Guardian of Safe Working Hours & Medical Education reports (paper - RR/App 25/2024) | | | | |
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1. Apologies: Amélie Bages, Executive Director of Strategy & Partnerships [↑](#footnote-ref-2)