

Trust Board Meeting in Public

Meeting of the Royal Cornwall Hospitals NHS Trust Board

Thursday 2 September 2021 09.45 – 13.00

Held Via Microsoft Teams and in Room G.09, Knowledge Spa, Treliske

Members of the Public are invited to join via Teams Live at the following link:

<https://bit.ly/RCHTPublicBoardSept21>

No.	Item	Page no.	Accountable Officer	Approx. time	Min No
1.	Welcome and Apologies for Absence	N/A	Chairwoman	09.45	21/22.70
2.	Declaration of Interest in relation to Agenda items	N/A	Chairwoman		21/22.71
3.	Minutes of the Previous Board Meeting: <i>To approve the minutes of the meeting held 1 July 2021</i>		Chairwoman		21/22.72
4.	Matters Arising & Action Log <i>To review the minutes for matters arising and receive an update on actions.</i>		Chairwoman		21/22.73
5.	Service Story <i>To note the service story</i>	N/A	Dual Director of Nursing, Midwifery and AHPs	09.50	21/22.74
6.	Chairwoman's Report <i>To note the Chairwoman's report and approve proposed changes to Committee memberships</i>		Chairwoman	10.05	21/22.75
7.	Chief Executive's Report <i>To note the CEO's report</i>		Chief Executive	10.10	21/22.76
Strategy					
10.	Equality and Diversity Strategy and Annual Report 2020/21 <i>To approve the Trust's Equality</i>		Acting Director of People and OD	10.20	21/22.77



Chairwoman: Dr Mairi McLean

Chief Executive: Mr Tony Chambers

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	<i>and Diversity Strategy and approve the annual report, as recommended by People and OD Committee</i>				
Performance and Accountability					
11.	Committee Assurance Reports (July and August 2021) <i>To receive summary briefings from each Committee and note any issues requiring escalation to the Board</i>		Committee Chair's	10.35	21/22.78
12.	Integrated Performance Report <i>To discuss for assurance the key performance indicators, noting that the IPR was discussed by July and August Committee's</i>		Chief Operating Officer	10.40	21/22.79
13.	Month 4 Finance Report <i>To note the month 4 position and to approve a reduction in planned expenditure against two capital programmes for 2021/22, as recommended by Finance and Performance Committee</i>		Director of Finance	11.00	21/22.80
14.	Maternity Services Patient Safety Monthly Report <i>To discuss and note the monthly report for assurance to the Board as required from the outcomes of the Ockenden Review</i>		Dual Director of Nursing, Midwifery and AHPs	11.10	21/22.81
Break (10mins from 11.20)					
Governance and Assurance					
15.	CQC Follow-up Review Report <i>To note the follow-up review reports from the CQC</i>		Dual Director of Nursing, Midwifery and AHPs	11.30	21/22.82
16.	Board Assurance Framework and Corporate Risk Register <i>To approve the Board Assurance Framework as reviewed by Audit and Risk Assurance Committee</i>		Director of Integrated Governance	11.40	21/22.83
17.	Guardian of Safe Working Hours Report <i>To receive an update report from the Guardian of Safe Working Hours</i>		Guardian of Safe Working House	11.55	21/22.84

18.	Governance Improvement Plan Summary Update, including Board Development Plan <i>To note the summary update on the Governance Improvement Plan and approve the Board Development Plan for 2021-22</i>		Chief Executive	12.15	21/22.85
19.	Charitable Funds Committee Terms of Reference <i>To approve, as Corporate Trustee, the revised Terms of Reference for the Charitable Funds Committee</i>		Company Secretary	12.25	21/22.86
20.	Consideration of Risk <i>To identify any risks raised during the meeting that may need to be escalated to the Board Assurance Framework or Corporate Risk Register</i>	N/A	Director of Integrated Governance	12.30	21/22.87
21.	Questions from the Public <i>Up to 15 minutes is allocated for questions from the public</i>		Chairwoman	12.35	21/22.88
22.	Evaluation of Effectiveness of the Meeting: <ul style="list-style-type: none"> • What worked well? • Even more effective if? 		Chairwoman	12.50	21/22.89
	Proposed substantive items for the next meeting held in public (4 November 2021): <ul style="list-style-type: none"> • Integrated Performance Report • Finance Report – Month 5 • Freedom to Speak Up Guardian Report • Guardian of Safe Working Hours Q2 Report • Maternity Safety Update • System Green Plan Update • Committee Assurance Reports • Governance Improvement Plan Update • Update on the Trust's Undertakings 				

Note: Starred * items are for information only and not for discussion unless requested by Board members.

Date of Next Board in Public Meeting: 4 November

The Board will now take a short break and move into its private session to consider matters deemed confidential, as per the motion on notice at the end of the agenda

QUESTIONS FROM THE PUBLIC

When the Trust is using Teams Live to live stream the meeting the following Protocol applies to questions from members of the public:

- Members of the public are welcome to raise questions throughout the meeting and they will be taken at the end of the meeting at item 21. A maximum of 15 minutes is allocated for questions from the public.
- Questions at the meeting must relate to papers being presented on the day.
- Questions should be kept brief and to the point.
- There is no need for questions to be submitted in advance, although this may mean that it is not always possible to provide an answer at the meeting. In that case, the questioner's contact details will be requested for response.
- Questions will be taken in rotation, to ensure those wishing to raise questions have equal opportunity, within the limited time available – if a member of the public asks more than one question their first question will be asked and then their remaining question/questions returned to if no other members of the public wish to raise one and if it is within the time allocated for the item
- We will endeavor to provide a response at the meeting which will be offered by a member of the Board to the Chair.
- An answer to an oral question under this procedure will take the form of either:
 - A direct oral answer; or
 - If the information required is not easily available a written answer will be sent to the questioner, circulated to all members of the Trust Board and included in the minutes of the meeting.
- Questions and answers will be reflected in the minutes of the meeting.
- Questions need not be answered if the Chairwoman considers that they:
 - Are not on any matter that is within the powers and duties of the Trust;
 - Are defamatory, frivolous or offensive;
 - Are substantially the same as a question that has been put to a meeting of the Trust Board in the past six months;
 - Would require the disclosure of confidential or exempt information.

Notice of Motion: That, under the provision of Section 1, Sub-Section 2, of the Public Bodies Admission to Meetings Act, 1960, the public will be excluded from the meeting as the Trust is in Committee on the grounds that publicity would prove prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The issues to be discussed involve, for example, matters relating to individuals and patient confidentiality.

One of more the following criteria must be met to for a Trust Board in Committee discussion:

- The document contains employee identifiable information;
- The document contains patient identifiable information;
- The document contains information relating to legal proceedings;
- The documentation is in draft format for future publication / remains in early stages of development;
- The documentation is commercially sensitive