

BARTS AND THE LONDON NHS TRUST

TRUST BOARD MEETING

There will be a meeting of the Trust Board in public at 2.00pm on
Wednesday 25 November 2009 in the Bainbridge Room, Robin Brook Centre,
St Bartholomew's Hospital, West Smithfield, London EC1A 7BE

Scheduled to end by 4.00pm

AGENDA

(5 mins)

INTRODUCTION

1. CHAIRMAN'S WELCOME

2. APOLOGIES FOR ABSENCE: Mr I Walker, Dr C Gutteridge, Mr A Mohammed

3. DECLARATION OF INTERESTS

To declare any interests members may have in connection with the agenda and any further interests acquired since the previous meeting including gifts and hospitality (accepted or refused)

4. MINUTES: Dr K Palmer

To approve the Minutes of the meeting held on 30 September 2009 **TB 80/09**

5. MATTERS ARISING

(i) Health4NEL update: Mr G Simpson

(ii) To consider any other matters arising from the minutes not covered elsewhere

OPERATIONAL PERFORMANCE

(20 mins)

6. PERFORMANCE REPORTS

(i) Performance dashboard: Mr A Holden

TB 81/09

(to follow)

(ii) Workforce: Mr T Roberts

TB 82/09

(iii) Quality & clinical performance: Prof K Riley

TB 83/09

(iv) Finance: Mr A Holden

TB 84/09

STRATEGY AND POLICY

(10 mins)

7. QUALITY IMPROVEMENT STRATEGY: Prof K Riley

To receive and approve the strategy

TB 85/09

- (10 mins) **8. EXCELLENCE IN CARE - THE NURSING, MIDWIFERY AND ALLIED HEALTH PROFESSIONALS STRATEGY: Prof K Riley**
To receive and endorse the strategy **TB 86/09**
- (10 mins) **9. STAFF SURVEY: Ms S Richards**
To receive a presentation
- (10 mins) **10. PROCUREMENT AND SUPPLIES: Mr A Holden and Mr M Varela**
To receive the 2008/09 annual report **TB 87/09**
- (5 mins) **11. LEAN TRANSFORMATION: Prof K Riley**
To receive a programme update **TB 88/09**
- (5 mins) **12. NEW HOSPITALS PROGRAMME: Mr M Tulley**
To receive the programme update report **TB 89/09**

GOVERNANCE AND ASSURANCE

- (25 mins) **13. CORE STANDARDS DECLARATION: Prof K Riley**
To review and approve the Trust's 2009/10 declaration **TB 90/09**
- (5 mins) **14. STANDING ORDERS AND STANDING FINANCIAL INSTRUCTIONS: Mr A Holden**
To approve the revised SOs, SFIs and Scheme of Delegation **TB 91/09**
- (5 mins) **15. RISK MANAGEMENT POLICY: Prof K Riley**
To approve the revised Risk Management Strategy and Policy **TB 92/09**
- (5 mins) **16. BOARD SCHEDULE OF BUSINESS AND DEVELOPMENT: Mr P Morris**
To approve the annual schedule and note development plans **TB 93/09**
- 17. ORAL REPORTS FROM BOARD COMMITTEES**
(i) Quality Assurance Committee – held on 11 November 2009: Ms M Elford
(ii) Finance and Investment Committee – held earlier in the day: Dr K Palmer

ITEMS TO NOTE

- 18. ANNUAL AUDIT LETTER: Mr A Holden**
To receive and note the 2008/09 Annual Audit Letter **TB 94/09**
- 19. RECENT DEVELOPMENTS: Mr P Morris**
To note the summary of recent developments **TB 95/09**
- 20. CONSULTANT APPOINTMENTS**
To note appointments and leavers **TB 96/09**

21. ANY OTHER BUSINESS

QUESTIONS FROM MEMBERS OF THE PUBLIC

22. QUESTIONS FROM MEMBERS OF THE PUBLIC

23. DATE OF NEXT MEETING

The next meeting of the Trust Board in public will be held at 2.00pm on Wednesday 27 January 2010. *Venue to be confirmed.*

24. RESOLUTION

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (section (2) Public Bodies (Admissions to Meetings) Act 1960).

Ian Walker
Director of Corporate Services
and Trust Secretary
020 7377 7493

GUIDELINES FOR GOOD MEETING MANAGEMENT AND BEHAVIOUR AT BARTS AND THE LONDON NHS TRUST

The following guidelines apply to all meetings in the Trust:

- Meetings have a clear purpose supported by a timed agenda – which is followed.
- The agenda is sent out in advance of the meeting – including start and end times.
- Meetings start and end on time.
- The right people are at the meeting for it to be effective.
- Invitees to meetings notify the organiser/chair in advance if they are unable to attend or will arrive late.
- Introductions are made at the start of the meeting if there are people who do not know one another. People inform the chair if they need to leave the meeting early.
- There is an agreed structure to allow people to speak and to be listened to – and this is observed.
- Trust ID badges are worn prominently by everyone so that they can be clearly seen by everyone else – checked by the chair at the start of the meeting.
- Mobile phones, pagers and PDA devices are switched off or to vibrate (except in exceptional circumstances and with the agreement of everyone in the meeting) – checked by the chair at the start of the meeting.
- People leave the meeting room if they need to receive or make urgent phone calls or to receive or send urgent emails or text messages using mobile phones or PDA devices.
- At least two minutes are included at the end of each meeting to reflect on how effective the meeting has been and to confirm outcomes, actions and issues requiring confidentiality.