

BOARD MEETING

Friday 17 December 2004

Venue: Committee Room

2.00pm to 4.30pm

AGENDA

1. **Apologies for Absence**
2. **Minutes of the meeting held on 26 November 2004** (*attached*)
3. **Matters Arising from the Minutes**
4. **PATIENT**
 - 4.1 NHS Foundation Trust Application – Board Memorandum Chris Bown, Chief Executive / Linda Potter, Director of Finance
 - 4.2 Update - National Programme for IT (*verbal*) Diane Milan, Director of IM&T
 - 4.3 Sudbury – Walnuttree Hospital (*verbal*) Chris Bown, Chief Executive
 - 4.4 Infection Control annual report (*attached*) Dr Liz Wright, Clinical Director – Clinical Services
 - 4.5 Radiology Business Case (*attached*) Steve Moore, Director of Estates and Facilities
5. **PERFORMANCE AND FINANCE**
 - 5.1 Performance Report (*attached*) Jessica Watts, Director of Strategy
 - 5.1.1 Complaints (*attached*) Nichole Day, Director of Nursing
 - 5.1.2 Delayed Transfers of Care (*attached*) Nichole Day, Director of Nursing
 - 5.1.3 Performance Management Arrangements (*attached*) Chris Bown, Chief Executive
 - 5.2 Finance Report (*attached*) Linda Potter, Director of Finance
 - 5.3 Corporate Plan update - for information (*attached*) Jessica Watts, Director of Strategy
6. **STAFF**
 - 6.1 Staff Appointments – for information (*attached*) Liz Houghton, Deputy Director of Personnel
 - 6.2 Update - Agenda for Change (*verbal*) Liz Houghton, Deputy Director of Personnel

7 GOVERNANCE

7.1 Report of the Clinical Governance Committee (*attached*) Judith Lancaster, Non Executive Director

7.2 Governance Annual report (*attached*) Nichole Day, Director of Nursing & Governance

Foundation Trust Governance

7.3 Constitution of West Suffolk Hospitals NHS Foundation Trust (*attached*) Jessica Watts, Director of Strategy

7.4 Standing Orders – Board of Directors (*attached*) Jessica Watts, Director of Strategy

7.5 Standing Financial Instruction – Board of Directors (*attached*) Jessica Watts, Director of Strategy

7.6 Council of Members Standing Orders (including Code of Conduct and Register of Interests) (*attached*) Jessica Watts, Director of Strategy

7.7 Board Directors' Professional Liabilities (*to follow*) Jessica Watts, Director of Strategy

8 Any other Business

9 Questions from the Public

10 Date of next meeting – Friday 28 January

PLEASE NOTE THAT AGENDA PAPERS WILL BE AVAILABLE AT THE MEETING

Under directions issued by the Secretary of State certain items will be dealt with by the Board in closed session. Discussion of such matters in public may result in real harm to individuals, (patients or staff) or to the operation of the Trust.