

BOARD MEETING

29 October 2004

9.45 Coffee 10.00am start

Venue: Committee Room

AGENDA

- 1 Apologies for Absence**
- 2 Chairman's Welcome and Introduction** Veronica Worrall, Chairman
- 3 Minutes of the meetings held on 24 September 2004 & 13 October 2004** *(attached)*
- 4 Matters Arising from the Minutes**
- 5 PATIENT**
 - 5.1 Update - NHS Foundation Trust Application Jessica Watts, Director of Strategy
 - 5.2 Update - National Programme for IT
 - 5.2.1 NPfIT Replanning *(attached)* Diane Milan, Director of IM&T
 - 5.3 Choose and Book *(attached)* Nichole Day, Director of Nursing and Community Relations
- 6 PERFORMANCE AND FINANCE**
 - 6.1 Performance Report *(attached)* Jessica Watts, Director of Strategy
 - 6.1.1 Cancelled Operations *(attached)*
 - 6.1.2 Business Planning Timetable *(attached)*
 - 6.2 Finance Report *(attached)* Linda Potter, Director of Finance
- 7 STAFF**
 - 7.1 Update - Agenda for Change *(verbal)* Jan Bloomfield, Director of Personnel & Communications

8 GOVERNANCE

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| 8.1 Report of the Clinical Governance Committee (<i>attached</i>) | Judith Lancaster, Non Executive Director |
| 8.2 Constitution of West Suffolk Hospitals NHS Foundation Trust (<i>attached</i>) | Ann Utley, Acting Company Secretary |
| 8.3 Standing Orders – Board of Directors (<i>attached</i>) | Ann Utley, Acting Company Secretary |
| 8.4 Standing Financial Instructions (<i>attached</i>) | Ann Utley, Acting Company Secretary |

9 Any other Business

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| 9.1 NHS Design Champion – Board nomination (<i>attached</i>) | Veronica Worrall, Chairman |
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10 Questions from the Public

11 Date of next meeting – Friday 26 November

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.