

**BOARD MEETING TO BE HELD IN PUBLIC ON  
WEDNESDAY 18 DECEMBER 2013, 2.00 – 3.45pm  
IN THE LISTER EDUCATION CENTRE, LISTER HOSPITAL**

**AGENDA**

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- 14.00    **1    CHAIRMAN'S OPENING REMARKS**
- 2    DECLARATION OF INTERESTS**
- 3    QUESTIONS FROM THE PUBLIC**

Members of the public are reminded that Trust Board meetings are meetings held in public, not public meetings. However, the Board provides members of the public at the start of each meeting the opportunity to ask questions and/or make statements that relate to the work of the Trust.

Members of the public are urged to give notice of their questions at least 48 hours before the beginning of the meeting in order that a full answer can be provided; if notice is not given, an answer will be provided whenever possible but the relevant information may not be available at the meeting. If such information is not so available, the Trust will provide a written answer to the question as soon as is practicable after the meeting. The Secretary can be contacted by email (jude.archer@nhs.net), by telephone (01438 285454), by fax (01438 781281) or by post to: Company Secretary, Lister Hospital, Coreys Mill Lane, Stevenage, Herts, SG1 4AB.

Each person will be allowed to address the meeting for no more than three minutes and will be allowed to ask only one question or make one statement. However, at the discretion of the Chair of the meeting, and if time permits, a second or subsequent question may be allowed.

Generally, questions and/or statements from members of the public will not be allowed during the course of the meeting. Exceptionally, however, where an issue is of particular interest to the community, the Chairman may allow members of the public to ask questions or make comments immediately before the Board begins its deliberations on that issue, provided the Chairman's consent thereto is obtained before the meeting.

**4    APOLOGIES FOR ABSENCE**

- 5    MINUTES OF THE PREVIOUS MEETING**    For approval

**6    MATTERS ARISING AND ACTIONS LOG**

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|-------|---|-------------------|-----------------------------------|
| 14.10 | <b>7    CHIEF EXECUTIVE'S REPORT</b>  | For consideration | Chief Executive                   |
|       | <b>8    ANNUAL CYCLE</b>  | For information   | Company Secretary                 |
| 14.20 | <b>9    STRATEGIC ISSUES</b><br>a. Mount Vernon 2015  | For discussion    | Director of Strategic Development |
| 14.45 | <b>10   FINANCE AND PERFORMANCE</b><br>a. Finance and Performance Committee monthly report (verbal) | For decision      | Chair of FPC                      |
|       | b. Finance report – Month 8   |                   | Director of Finance               |

- |                       |  |  |                                   |
|-----------------------|--|--|-----------------------------------|
| c. Performance Report |  |  | Director of Operations            |
| d. Workforce Report   |  |  | Director of Strategic Development |

15.20    **11    RISK AND QUALITY**

- |  |              |                   |
|--|--------------|-------------------|
| a. Risk and Quality Committee report (to follow) | For decision | Chair of RAQC     |
| b. Francis Action Plan                           | For approval | Company Secretary |

**12    AUDIT**

- |   |                |  |
|---|----------------|--|
| a. Audit Committee report including Anti-Bribery Policy | For decision   | Chair of Audit Committee/<br>Company Secretary |
| b. Standing Orders and Standing Financial Instructions  | For approval   | Company Secretary                              |
| c. Annual report and Accounts Timeline                  | For discussion | Director of Finance                            |

15.50    **TO MOVE THE FOLLOWING;**

The Trust Board resolves that under Standing Order 3.17(i) 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 matters to be transacted, publicly which would be prejudicial to the public interest.

16.00-17.30    **13    PART II:  
Commercial-in-confidence  
Governance matters  
Personnel matters**

**DATE OF NEXT MEETING:**

The next Board meeting will be held in public on Wednesday 29<sup>th</sup> January 2014 at 2.00 pm at the QEII Hospital