

Board of Directors' Meeting  
 1.00 p.m. Thursday 28 March 2013  
 Board Room, Trust HQ, QEMC

## AGENDA

- |   |           |                |     |
|---|-----------|----------------|-----|
| <b>1. Apologies for absence</b>   |           |                |     |
| <b>2. Minutes of Board of Directors meeting<br/>28 February 2012</b><br>To approve                            | Enclosure | <b>5 mins</b>  | DBu |
| <b>3. Matters arising from the Minutes</b>  | Verbal    | <b>5 mins</b>  | DBu |
| <b>4. Actions List</b>  | Enclosure | <b>5 mins</b>  | DBu |
| <b>5. Chairman's Report &amp; Emerging Issues Review</b><br>To receive  | Verbal    | <b>5 mins</b>  | AB  |
| <b>6. Clinical Quality Monitoring – Monthly Report<br/>for February 2013</b><br>To receive                    | Enclosure | <b>10 mins</b> | DR  |
| <b>7. Process for the Development of the Trust's<br/>2012/13 Quality Report</b><br>To receive                 | Enclosure | <b>10 mins</b> | DR  |
| <b>8. Key Performance Indicators Report</b><br>To receive   | Enclosure | <b>10 mins</b> | TJ  |
| <b>9. Draft Trust Annual Plan 2013/14</b><br>To receive   | Enclosure | <b>10 mins</b> | TJ  |
| <b>10. Infection Control Report for February 2013 and<br/>Action Plan Update</b><br>To receive                | Enclosure | <b>10 mins</b> | KF  |
| <b>11. Finance &amp; Activity Performance Report for the<br/>period ending 28 February 2012</b><br>To receive | Enclosure | <b>10 mins</b> | MSx |
| <b>12. Information Governance Toolkit Assessment</b><br>To receive  | Enclosure | <b>10 mins</b> | DBu |
| <b>13. Audit Committee Report</b><br>To receive   | Enclosure | <b>10 mins</b> | DBu |

- |   |           |                |     |
|---|-----------|----------------|-----|
| <b>14. Litigation and Insurance Report<br/>– Six Month Update</b><br>To receive | Enclosure | <b>10 mins</b> | DBu |
|---|-----------|----------------|-----|

**Consent section**

*The following items are to be taken without discussion unless any board member requests, at the beginning of the meeting, that any be removed from the consent section for further discussion.*

- |  |           |  |      |
|--|-----------|--|------|
| <b>15. R&amp;D Operational Capability Statement 2012/13</b><br>To receive  | Enclosure |  | TJ   |
| <b>16. Transfer of Hosting Arrangements for West Midlands Operational Delivery Networks for Critical Care, Trauma and Burns</b>  | Enclosure |  | AMcK |
| <b>17. Draft Audit Committee Minutes – 7 February 2013</b>   | Enclosure |  | DBu  |
| <b>18. Amendments to Constitution</b>  | Enclosure |  | DBu  |
| <b>19. Corporate Governance Policy</b>   | To Follow |  | DBu  |
| <b>20. Revised Standing Orders &amp; Standing Financial Instructions</b>   | Enclosure |  | DBu  |
| <b>21. TOR for Clinical Quality Committee</b>  | To Follow |  | DBu  |
| <b>22. Clinical Quality Policy</b>   | To Follow |  | DBu  |
| <b>23. Application of Trust Seal:</b><br><b>(a) Agreement between the Trust and Birmingham Research Park Ltd for Laboratory Premises at Vincent Drive</b><br><br><b>(b) Lease between the Trust and Pharmacy @QEHB Ltd for premises at UHB</b> | Enclosure |  | DBu  |
| <b>24. Date of next meeting:<br/>Thursday 25 April 2013 1.00pm<br/>Meeting Rooms 1 &amp; 2, Trust HQ, QEMC<br/>(Public Meeting)</b>  |           |  |      |