

Date of meeting	8 May 2018
Paper number	C1

Chairman's Report

For approval:	<input checked="" type="checkbox"/>	For assurance:	<input type="checkbox"/>	To note:	<input checked="" type="checkbox"/>
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Accountable Director	Sir David Nicholson Chairman		
Presented by	Sir David Nicholson Chairman	Author	Kimara Sharpe Company Secretary

Alignment to the Trust's strategic priorities				
Deliver safe, high quality, compassionate patient care	<input checked="" type="checkbox"/>	Design healthcare around the needs of our patients, with our partners		Invest and realise the full potential of our staff to provide compassionate and personalised care
Ensure the Trust is financially viable and makes the best use of resources for our patients		Develop and sustain our business		

Alignment to the Single Oversight Framework				
Leadership and Improvement Capability	<input checked="" type="checkbox"/>	Operational Performance		Quality of Care
Finance and use of resources		Strategic Change		Stakeholders

Report previously reviewed by		
Committee/Group	Date	Outcome
Not applicable		

Assurance: Does this report provide assurance in respect of the Board Assurance Framework strategic risks?				N	BAF number(s)		
Significant assurance <i>High level of confidence in delivery of existing mechanisms/objectives</i>	<input type="checkbox"/>	Moderate assurance <i>General confidence in delivery of existing mechanisms/objectives</i>	<input type="checkbox"/>	Limited assurance <i>Some confidence in delivery of existing mechanisms/objectives</i>	<input type="checkbox"/>	No assurance <i>No confidence in delivery</i>	<input type="checkbox"/>

Level of assurance and trend

Recommendations	The Board is requested to <ul style="list-style-type: none"> Approve the board level responsibilities Note the report
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Executive Summary

Appointment of a Non-Executive Director (NED)/Associate NED

I am interviewing this week with a view to appoint a Non-Executive Director to fill the vacancy on the board. I am also looking to appoint an Associate NED. I will keep you informed of the progress of these appointments.

Board Committee – membership

I have revised the Committee membership and I recommend to the Board the approval of the following arrangements:

Audit and Assurance Committee

Chair – Steve Williams

Members – Phil Mayhew, Mark Yates

People and Culture Committee*

Chair – Mark Yates

Member – Richard Oosterom

Remuneration Committee

Chair – David Nicholson

Members – Steve Williams, Mark Yates

Charitable Funds*

Chair – Mark Yates

Member – Steve Williams

Quality Governance Committee, Finance and Performance Committee – no changes

* I will review this membership once I have appointed new posts to the Board

Board meetings

The Board will now meet monthly. Dates have been circulated to everyone and they are on the website.

Governance Review

I am in the process of finalising the terms of reference for a governance review which will review the work and conduct of the Board, Quality Governance Committee, Finance and Performance Committee, People and Culture Committee and the Audit and Assurance Committee. I am anticipating that work will commence at the end of the month with a report due in late September/early October.

Board level responsibilities

The following table gives an up to date list of Board level responsibilities.

	Position	Exec lead	NED
1	Caldicott Guardian	Associate Medical Director Patient Safety, Steve Graystone. Graham James, Deputy CMO, will become the Guardian once he has attended the training.	N/A

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2	Senior Information Risk Owner	Chief Finance Officer, Jill Robinson	N/A
3	Health & Safety	Director of People and Culture, Tina Ricketts	N/A
4	FOI Qualified person	Chief Executive, Michelle McKay	N/A
5	Quality	Chief Nursing Officer, Vicky Morris	N/A
6	Director of Infection Prevention & Control	Chief Nursing Officer, Vicky Morris	N/A
7	Safeguarding	Chief Nursing Officer, Vicky Morris	
8	Decontamination	Chief Finance Officer, Jill Robinson	N/A
9	Sustainability	Chief Finance Officer, Jill Robinson	N/A
10	Security	Director of People and Culture, Tina Ricketts	
11	Anti Fraud	Chief Finance Officer, Jill Robinson	N/A
12	CQC Registered Manager	Chief Nursing Officer, Vicky Morris	N/A
13	Data Protection Officer	Company Secretary, Kimara Sharpe	N/A
14	Accountable Officer for Controlled Drugs	Chief Pharmacist, Rachel Montgomery	N/A
15	Responsible Officer	Chief Medical Officer, Suneil Kapadia	N/A
16	Medical Validation	Chief Medical Officer, Suneil Kapadia	N/A
17	Organ donation	Chief Medical Officer, Suneil Kapadia	N/A
18	Emergency Planning	Chief Operating Officer, Inese Robotham	Mark Yates
19	Freedom To Speak Up Guardian	Michelle McKay	Steve Williams
20	Equality & Diversity lead	Tina Ricketts	Mark Yates
21	Learning from Deaths	Chief Medical Officer, Suneil Kapadia	Bill Tunnicliffe
22	Model Hospital	Chief Finance Officer, Jill Robinson	Phil Mayhew
23	R&D lead	Chief Medical Officer, Suneil Kapadia	Bill Tunnicliffe
24	Medical Education	Chief Medical Officer, Suneil Kapadia	Bill Tunnicliffe
25	Senior Independent NED	N/A	Mark Yates
26	End of Life NED lead	N/A	Steve Williams
27	Local Maternity Service NED lead	N/A	Mark Yates

Recommendations

The Board is requested to

- Approve the Committee membership and Board level responsibilities
- Note the report