

Meeting of the Board of Directors
Royal Papworth Hospital NHS Foundation Trust
05 September 2024 at 9:00 am – 11:00 am
Heart & Lung Research Institute
And Microsoft Teams (access 10 minutes prior to meeting)

AGENDA - Part I

					Lead	Timing
1	WELCOME, APOLOGIES AND OPENING ITEMS					
	i.	Patient Story by: Dr Nik Johnson, Mayor of Cambridgeshire and Peterborough Combined Authority and Dr Donna McShane, Consultant in Respiratory Paediatric Medicine, Addenbrooke's Hospital	Information	Verbal	<i>MS</i>	<i>45 mins</i>
	ii.	Declarations of Interest	Information	Verbal	<i>JA</i>	
	iii.	Minutes of previous meetings: 06.06.24	Approval	Attached		
	iv.	Matters arising from the Minutes /Action Checklist	Information	Attached		
	v.	Chair's Report	Information	Verbal		
	vi.	Board Assurance Framework	Discussion	Attached	<i>KMB</i>	
	vii.	CEO Update	Information	Attached	<i>EM</i>	<i>5 mins</i>
	viii.	NEDs Update	Information	Verbal	<i>ALL</i>	<i>5 mins</i>
2	PEOPLE					
	i.	Workforce Committee Chair's Report	For Discussion	Attached	<i>AF</i>	<i>15 mins</i>
	ii.	Director of Workforce & Organisational Development Report • Improving the lives of Doctors-in-Training – Gap Analysis	For Discussion	Attached Attached (Letter in Reference Pack)	<i>OM</i>	
	iii.	Annual Nursing Inpatient Establishment Review	For Assurance	Attached	<i>MS</i>	
3	QUALITY					
	i.	Quality and Risk Committee Chair's Reports – July, August and September 2024	For Discussion	Attached	<i>MB</i>	<i>25 mins</i>
	ii.	Combined Quality Report • Surgical Site Infection Summit Report • Adult Inpatient Survey 2023	For Discussion	Attached	<i>MS/IS</i>	

	iii.	Learning from Deaths Annual Report – 2023/24	For Discussion	Attached	MS	
	iv.	Annual Safeguarding Report	For Discussion	Attached	MS	
4	PERFORMANCE					
	i.	Performance Committee Chair’s Reports – June, July and August 2024	For Discussion and Noting	Attached	GR	10 mins
	ii.	Papworth Integrated Performance Report (PIPR) Month 04 – August 2024	For Discussion	Attached	SH/EDs	
5	RESEARCH					
	i.	Research and Development Q1 Update (Apr – June 2024/25)	For Discussion	Attached	IS	5 mins
6	AUDIT					
	i.	Audit Committee Chair’s Report – July 2024	For Discussion	Attached	CC	5 mins
7	GOVERNANCE & ASSURANCE					
	i.	Strategic Projects Committee Terms of Reference	N/A	Removed for further consultation		5 mins
	ii.	Board Committee Approved Part 1 Minutes: a. Quality & Risk: 30.05.24, 27.06.24 & 25.07.24 b. Performance: 30.05.24, 27.06.24 & 25.07.24 c. Workforce: 30.05.24 d. Audit: 23.05.24 & 20.06.24	Information	Reference Pack		
8	BOARD FORWARD PLAN					
	i.	Board Forward Plan	Information	Attached	KMB	
	ii.	Review of actions and items identified for referral to committee/escalation.	Approval	Verbal	All	
9	ANY OTHER BUSINESS					
		None				

The Board of Directors hereby resolves to end the public part of the meeting. There will follow a Part II Board of Directors’ meeting to cover in confidence elements of Board business, which is not open to members of the public.

Dates for Board of Director meetings in public 2024/25

Date	Time	Venue	Apologies received
Thursday 7 November 2024	9:00am	HLRI & public access via Teams	

Thursday 9 January 2025	9:00am	HLRI & public access via Teams	
Thursday 6 March 2025	9:00am	HLRI & public access via Teams	

STATEMENT ON RESTRICTION OF PUBLIC ACCESS

Papers and minutes of meetings will be posted to the Trust website

The Chairman may exclude any member of the public from a meeting of the Board of Directors if they are interfering with or preventing the proper conduct of the meeting, or for other special reasons.