

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

**AGENDA - Part I**

					<i>Lead</i>	<i>Timing</i>
<b>1</b>	<b>WELCOME, APOLOGIES AND OPENING ITEMS</b>					
	i.	Patient Story by: Samantha Henman Lead Nurse for Cystic Fibrosis and CCLI Service Co-Lead	Information	Verbal	<i>MS</i>	30 mins
	ii.	Declarations of Interest	Information	Verbal	<i>JA</i>	
	iii.	Minutes of previous meetings: • 05.09.24 • 10.03.24	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>	5 mins
	viii.	NEDs Update	Information	Verbal	<i>ALL</i>	5 mins
<b>2</b>	<b>PEOPLE</b>					
	i.	Update on General Medical Council (GMC) Survey 2024	For Discussion	Attached	<i>IS</i>	30 mins
	ii.	Guardian of Safe Working Report Quarterly Report – June to September 2024	For Discussion	Attached	<i>IS</i>	
	iii.	2023/24 Annual Report from the Trust Armed Forces Champion	For Discussion	Attached	<i>OM</i>	
	iv.	Freedom to Speak Up Guardian's Quarter 1 & 2 Report	For Discussion	Attached	<i>TB</i>	
<b>3</b>	<b>QUALITY</b>					
	i.	Quality and Risk Committee Chair's Reports – September 2024 and October 2024	For Discussion	Attached	<i>MB</i>	30 mins
	ii.	Combined Quality Report	For Discussion	Attached	<i>MS/IS</i>	
	iii.	Infection Prevention & Control Annual Report 2023/24	For Approval	Attached	<i>MS</i>	

	iv.	2023/24 Annual Health and Safety Report	For Approval	Attached	MS	
<b>4</b>	<b>PERFORMANCE</b>					
	i.	Performance Committee Chair's Reports – September 2024 and October 2024	For Discussion	Attached	GR	10 mins
	ii.	Papworth Integrated Performance Report (PIPR) Month 06 – September 2024	For Discussion	Attached	AN/ EDs	
<b>5</b>	<b>AUDIT</b>					
	i.	Audit Committee Chair's Report – October 2024	For Discussion	Attached	CC	5 mins
		<ul style="list-style-type: none"> <li>Pharmacy Write-off</li> </ul>	For Ratification	Verbal	AN	
<b>6</b>	<b>GOVERNANCE &amp; ASSURANCE</b>					
	i.	Strategic Projects Committee Terms of Reference	For Approval	Attached	DL	5 mins
	ii.	Board Committee Approved Part 1 Minutes: <ul style="list-style-type: none"> <li>a. Quality &amp; Risk: 29.08.24; 26.09.24</li> <li>b. Performance: 29.08.24; 26.09.24</li> <li>c. Workforce: 25.07.24</li> <li>d. Audit: 18.07.2024</li> </ul>	Information	Reference Pack		
	iii.	Revalidation Annual Report April 2023 – March 2024	Information (Approved in October 2024)			
<b>7</b>	<b>BOARD FORWARD PLAN</b>					
	i.	Board Forward Plan	Information	Attached	KMB	
	ii.	Review of actions and items identified for referral to committee/escalation	Approval	Verbal	All	
<b>8</b>	<b>ANY OTHER BUSINESS</b>					
		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 9 January 2025	9:00am	HLRI & public access via Teams	

Thursday 6 March 2025	9:00am	HLRI & public access via Teams	
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## **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.