

Meeting of the Board of Directors  
Royal Papworth Hospital NHS Foundation Trust  
**09 January 2025 at 9:00 am – 10:45 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:  Torby Christenssen Team Leader for the CCLI Research Team	Information	Verbal	<i>MS</i>	<i>40 mins</i>
	ii.	Declarations of Interest	Information	Verbal	<i>JA</i>	
	iii.	Minutes of previous meetings: • 07.11.24	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>
<b>2</b>	<b>PEOPLE</b>					
	i.	Workforce Committee Chair's Report	For Discussion	Attached	<i>AF</i>	<i>5 mins</i>
<b>3</b>	<b>QUALITY</b>					
	i.	Quality and Risk Committee Chair's Report	For Discussion	Attached	<i>MB</i>	<i>20 mins</i>
	ii.	Combined Quality Report	For Discussion	Attached	<i>MS/IS</i>	
<b>4</b>	<b>PERFORMANCE</b>					
	i.	Performance Committee Chair's Report	For Discussion	Attached	<i>CC (for GR)</i>	<i>15 mins</i>
	ii.	Papworth Integrated Performance Report (PIPR) Month 08 – November 2024	For Discussion	Attached	<i>SH/EDs</i>	

<b>5</b>	<b>RESEARCH</b>					
	i.	Research and Development Q2 Update (July – September 2024/25)	For Discussion	Attached	IS	10 mins
<b>6</b>	<b>GOVERNANCE &amp; ASSURANCE</b>					
	i.	Constitutional Review and Update	For Approval	Attached	KMB	5 mins
	ii.	Board Committee Approved Part 1 Minutes: a. Quality & Risk: 31.10.24; 28.11.24 b. Performance: 31.10.24; 28.11.24 c. Workforce: 26.09.24	Information	Reference Pack		
<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 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.