

**BOARD OF DIRECTORS' MEETING IN PUBLIC
AGENDA**

Date: 16 January 2025
Time: 0930hrs – **1230hrs** (*please note new timings*)
Venue: Shropshire Education & Conference Centre
Chair in Common: Mr Andrew Morgan

Time	Item no.	Item	Paper / Verbal	Page	Lead	Action
Procedural Items						
0930hrs	001/25	Welcome, introductions, and apologies	Verbal	-	Chair in Common	For noting
	002/25	Patient Story	Enc	4	Interim Chief Nurse	For noting
	003/25	Quorum	Verbal	-	Chair in Common	For noting
	004/25	Declarations of conflicts of interest	Verbal	-	Chair in Common	For noting
	005/25	Minutes of the previous meeting held on 14 November 2024	Enc	6	Chair in Common	For approval
	006/25	Action log	Enc	26	Chair in Common	For approval
	007/25	Matters arising from the previous minutes (not covered elsewhere on the agenda or action log)	Verbal	-	Chair in Common	For discussion
Reports from the Chair in Common and Chief Executive						
0950hrs	008/25	Report from the Chair in Common	Verbal	-	Chair in Common	For noting
	009/25	Report from the Chief Executive	Enc	27	Chief Executive	For noting
Reports from Assurance Committee Chairs						
1000hrs	010/25	Audit & Risk Assurance Committee Chair's Report (November 2024)	Enc	33	Committee Chair	For assurance
	011/25	Quality & Safety Assurance Committee Chair's Report (November & December 2024)	Enc	36	Committee Chair	For assurance
	012/25	Performance Assurance Committee Chair's Report (November 2024) (Dec 2024 meeting stood down)	Enc	42	Committee Chair	For assurance
	013/25	Finance Assurance Committee Chair's Report (November & December 2024)	Enc	45	Committee Chair	For assurance
	014/25	People & OD Assurance Committee Chair's Report (December 2024)	Enc	49	Committee Chair	For assurance
SHORT BREAK						

Strategic, Quality & Performance Matters						
1040hrs	015/25	Integrated Performance Report	Enc	51	Chief Executive	For noting
	016/25	Dispatches Programme Action Plan Progress Report	Enc	137	Medical Director / Int Chief Nurse	For noting
Regulatory & Statutory Reporting						
1100hrs	017/25	Quarterly Report from the Director of Infection Prevention & Control Q2 2024/25	Enc	146	Int Chief Nurse	For noting
	018/25	Bi-Annual Nurse Staffing Report	Enc	150	Int Chief Nurse	For noting
	019/25	Medical Examiner / Bereavement Service Report Q2 2024/25	Enc	159	Medical Director	For noting
	020/25	How we learn from deaths Report Q2 2024/25	Enc	163	Medical Director	For noting
	021/25	Reports from the Guardian of Safe Working: a. Quarterly Report (1 July-30 Sept 2024) b. Annual Report (Aug 23-July 24)	Enc	173 177	Medical Director	For noting
Assurance Framework						
1125hrs	022/25	Integrated Maternity & Neonatal Report	Enc	182	Int Chief Nurse	For assurance
	023/25	Patient Safety Incident Response Overview Report	Enc	190	Int Chief Nurse	For assurance
Items for consent (approval recommended from Board Committees)						
1155hrs	024/25	Emergency Preparedness, Resilience & Response (EPRR): • Assurance Process Sign Off • Business Continuity Policy approval • Major Incident Policy approval	Encs	195	Chief Operating Officer	For noting and consent
	025/25	Annual Review of: a. Standing Orders (Appendix 1) b. Scheme of Reservation and Delegation (Appendix 2) c. Standing Financial Instructions (Appendix 3) d. BoD Code of Conduct (Appendix 4)	Encs	298 302 332 367 417	*Dir of Governance *Dir of Governance Director of Finance *Dir of Governance	For consent
	026/25	Annual Review of People & OD Assurance Committee (PODAC) Terms of Reference	Enc	430	*Director of Governance	For consent

Board Governance						
1220hrs	027/25	Board Member Interests	Enc	438	*Director of Governance	For noting
Procedural Items						
1225hrs	028/25	Any other business – agreed by the Chair	Verbal	-	Chair in Common	For discussion
	029/25	Date and time of next meeting: 0930hrs on Thurs 13 March 2025	Verbal	-	Chair in Common	Information
Stakeholder Engagement						
1230hrs	030/25	Questions from the public – <i>an amended process will be implemented from the start of the new financial year</i>	Verbal	-	Chair in Common	Information
Close of meeting						

*Non-voting

ITEMS WITHIN THE BOARD INFORMATION PACK		
Reports / Appendices	Lead	Page No.
017/25 DIPC Report: Appendices 1-4	Interim Chief Nurse	2
018/25 Bi-annual Nurse Staffing Review: Appendices 1&2	Interim Chief Nurse	8
021/25a Quarterly Report from the GoSW: Appendices 1-5	Medical Director	28
021/25b Annual Report from the GoSW: Appendices 1-3	Medical Director	34
022/25 Integrated Maternity & Neonatal Report Appendices:	Interim Chief Nurse	
<i>Appendix 1: Ockenden Report Action Plan @ December 2024</i>		37
<i>Appendix 2: Neonatal External Mortality Review (NEMR) Action Plan @Dec 24</i>		100
<i>Appendix 3: Summary Maternity & Neonatal Transformation Plan (MNTP) Phase 2 @ December 2024</i>		109
<i>Appendix 4: CNST MIS Safety Action 1 Report for Year 6</i>		110
<i>Appendix 5: MSDS Scorecard July 2024 Final</i>		120
<i>Appendix 6: Confirmation of passing CNST SA2 Final Scorecard July 2024</i>		126
<i>Appendix 7: CNST Year 6 SA4 Obstetric workforce paper Final</i>		127
<i>Appendix 8: CNST Safety Action 8 reporting Final</i>		137
<i>Appendix 9: Locally Agreed Dashboard – Safety Champions Q3 2024</i>		144
<i>Appendix 10: Minutes of Quad Safety Champions Quarterly Mtng Nov 2024</i>		145
<i>Appendix 11: CNST MIS Safety Action 10 Report for Year 6</i>		148
<i>Appendix 12: CNST MIS Year 6 Progress Report Nov 2024 (Dec Meeting)</i>		152
024/25 EPRR Report: Appendices 4&5	Chief Operating Officer	162