

**NOTICE OF BOARD MEETING
WEDNESDAY 29th AUGUST 2012
TO COMMENCE AT 2.00 PM IN THE BOARDROOM, TRUST HEADQUARTERS, BRAMBLE HOUSE,
KINGSWAY, DERBY, DE22 3LZ**

		Enc. Ref:	Discussion to be led by	Time
1.	Chairman's Welcome and Opening Remarks		Alan Baines	} 5 mins
2.	Apologies for Absence		Alan Baines	
3.	Declarations of Interest		Alan Baines	
4.	Minutes of meeting held 25 th July 2012	A	Alan Baines	
5.	Matters arising – <i>Actions Matrix</i>	B	Alan Baines	
6.	Annual Audit Letter 2011/12 – to be presented by John Cornett, Audit Commission	C	John Cornett	5 mins
7.	Annual Audit Committee Report 2011/12	D	Graham Foster	5 mins
8.	Meeting of Trustees - Derbyshire Mental Health Services NHS Trust Charitable Funds Annual Accounts 2010/11 – John Cornett, Audit Commission, in attendance	E	Tim Woods	10 mins
9.	Chief Executive's Overview and Update, including Executive Leadership Team Feedback	F	Kathryn Blackshaw	15 mins
STRATEGIC ISSUES				
10.	Business and Commercial Development Report – Sarah Carter, Assistant Director of Business Strategy to present	G	Sarah Carter	20 mins
OPERATIONAL PERFORMANCE REVIEW				
11.	Integrated Performance & Activity Summary, including Financial Dashboard – this paper will be available on the Trust website on the afternoon of Friday, 24 th August 2012. A hard copy will be available at the meeting.	H to follow	Ifti Majid/Tim Woods	10 mins
PATIENTS, QUALITY AND SAFETY				
12.	Quality Overview & Update		Maura Teager	5 mins
13.	Integrated Quality Governance Report – Summary - to be presented by Clare Grainger, Head of Quality & Performance	I	John Sykes	10 mins
14.	Quality Visits Programme - to be presented by Clare Grainger, Head of Quality & Performance	J	John Sykes	10 mins
15.	Making Every Contact Count - to be presented by Karen Wheeler, Physical Health & Wellbeing Lead for Mental Health	K	John Sykes	10 mins
16.	Information Governance Toolkit Plan	L	Ifti Majid	10 mins

The Chairman may, under the Trust's Standing Orders, request the public to withdraw from the remainder of the meeting with regard to the confidential nature of the business to be conducted

The date of the next scheduled meeting is Wednesday, 26th September 2012 in the Boardroom, Hartington Unit, Chesterfield Royal Hospital, Calow, Chesterfield, Derbys. S44 5BL.

Users of the Trust's services and other members of the public are welcome to attend the meetings of the Board. Participation in meetings is at the Chairman's discretion.