

**NOTICE OF BOARD MEETING**  
**MONDAY 28<sup>th</sup> MAY 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                             |         |
| 2.                                    | Apologies for Absence  |                     | Alan Baines                             |         |
| 3.                                    | Declarations of Interest   |                     | Alan Baines                             | 5 mins  |
| 4.                                    | Minutes of meeting held 24 <sup>th</sup> April 2012  | <b>A</b>            | Alan Baines                             |         |
| 5.                                    | Matters arising – <i>Actions Matrix</i>  | <b>B</b>            | Alan Baines                             |         |
| 6.                                    | Adoption of Audited Annual Accounts 2011/12 and Annual Report, including Quality Report<br><u>INTERNAL AUDIT</u><br>(i) Head of Internal Audit Opinion<br><u>AUDIT COMMISSION</u><br>(i) Annual Governance Report<br>(ii) Matrix of responses to requests for information on draft accounts (made at the meeting on 24 <sup>th</sup> April 2012)<br>(iii) Final Annual Accounts 2011/12 including Annual Governance Statement<br>(iv) Letter of Representation<br>(v) Annual Report 2011/12 incorporating Quality Account 2011/12 – final draft<br><br>(vi) Recommendations to Board:<br>To adopt the Trust's Annual Accounts 2011/12<br>To sign the Trust's Financial Statements 2011/12<br>To sign the Trust's Remuneration Report 2011/12<br>To sign Statement of the Chief Executive's Responsibilities as the Accounting Officer of the Trust<br>To sign the Statement of Directors Responsibilities<br>To sign Certificate certifying the Summarisation Schedules (TRUs) for the Trust<br>To sign Letter of Representation | <b>To be Tabled</b> | Tim Woods, Graham Gillham, Paul Lumsdon | 20 mins |
| 7.                                    | Meeting of the Trustees<br>(i) To adopt Charitable Funds Accounts 2010/2011  | <b>To be Tabled</b> | Tim Woods                               | 5 mins  |
| 8.                                    | Chief Executive's Overview and Update  | <b>C</b>            | Kathryn Blackshaw                       | 15 mins |
| <b>PATIENTS, QUALITY AND SAFETY</b>   |  |                     |   |         |
| 9.                                    | Quality Overview & Update  |                     | Maura Teager                            | 5 mins  |
| 10.                                   | Compliance Framework   | <b>D</b>            | Paul Lumsdon                            | 10 mins |
| <b>STRATEGIC ISSUES</b>               |  |                     |   |         |
| 11.                                   | Business Strategy Report – Sarah Carter, Assistant Director of Business Strategy to present  | <b>E</b>            | Sarah Carter                            | 5 mins  |
| 12.                                   | Draft Engagement & Patient Experience Framework  | <b>F</b>            | Kathryn Blackshaw                       | 10 mins |
| <b>OPERATIONAL PERFORMANCE REVIEW</b> |  |                     |   |         |
| 13.                                   | Integrated Performance & Activity Summary, including Financial Dashboard – this paper will be available on the Trust website on the afternoon of Friday, 25 <sup>th</sup> May 2012. A hard copy will be available at the meeting.  | <b>G to follow</b>  | Ifti Majid/Tim Woods                    | 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, 27<sup>th</sup> June 2012 in the Boardroom, Trust Headquarters, Bramble House, Kingsway, Derby, DE22 3LZ**

*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.*