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Our Ref: RA/TB Sec Office

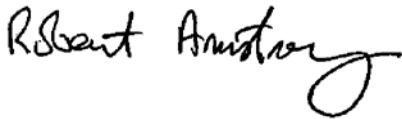
15th February 2017

Dear Colleague

**Public Meeting of
Wrightington Wigan and Leigh NHS Foundation Trust Board**











I am writing to confirm that the next meeting of the Foundation Trust Board will be in the Trust HQ Boardroom, RAEI on Wednesday 22 February 2017 at **9.45am.**



Yours sincerely



R Armstrong
Chairman

AGENDA			Timings
<u>Presentations:</u>			
No presentations this time			
1.	Chairman's opening remarks - RA	Verbal Report	2
2.	Apologies	J Lloyd	1
3.	Declaration of interests - ALL	Verbal Report	1
4.	Patient story - PL	For discussion	5
Strategy & Planning			
5.	Chief Executive's report & matters for board to note – AF	Report to follow	5
6.	Budget Planning Update – RF	Verbal report	5
Quality & Performance Monitoring			
7.	Performance Monitoring a) Chairs reports from F&I Committee / Workforce Committee and Q&S Committee for consideration with the performance report –	F&I, Workforce and Q&S meetings have all taken place. Reports will be tabled once completed by chairs	30

	<p>JL / NC / TW</p> <p>b) Performance Report M10 – PL / MF</p> <p>c) Finance Report M10 – RF</p> <p>d) BAF 16/17 – ALL</p>	 Trust Board Performance Report -  Finance Board Report Public Month 1  BAF 16 17 -February 2017.pdf	
Governance & Administration			
8.	Minutes of the last public meeting held on 25.01.17 – ALL	 TB Minutes 25.01 P1.pdf	2
9.	<u>Matters arising</u> a) Action sheet 25.01.17	 Action log 25.01 p1.pdf	2
Matters for Report			
<p>The following items are for information and <u>require formal Board approval</u>. Board members requiring further information on any of the items for Board approval are requested to contact the items sponsor for further information in advance of the Board meeting.</p>			
10.	Carter – RM	 Carter Report February 2017 v2.0.c	5
11.	Talksafe - CG	 TalkSafe Dec 2016 v2.pdf	5
<p><u>For Information Only</u>. All items are to be taken by exception. Board members requiring further information on any of the items below are requested to contact the item's sponsor for further information in advance of the Board meeting.</p>			
Total time for items			10
12.	Minutes of the Finance & Investment Committee - JL	 Minutes 14.02.pdf	
13.	Minutes of the Audit Committee - CH	 Draft minutes from Audit Committee_01.c	
14.	Minutes of the Quality & Safety Committee – TW	 QS mins 08.02.pdf	
15.	Minutes of the Shared Services Board – CPS	No minutes this time	

16.	Minutes of the Workforce Committee – NC	 Workforce Committee Mins_08.0	
17.	Minutes of the IM&T Strategy Committee – CPS	Next meeting on 15.03.17	
18.	Safer Staffing Report – PL	 Safe Staffing Report January 2017.pdf	
19.	Key successes / risks as discussed at the meeting – ALL	For discussion	2
20.	Board effectiveness feedback – ALL		0
21.	Questions from the public		5
22.	Exclusion of the Public: The following motion will be proposed: RESOLVED: <i>That representatives of the press and other members of the public, be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest."</i>		
23.	Date of Next Meeting: 29 th March 2017, 9.45am, THQ Boardroom		
		<u>Total</u>	<u>80</u> mins