

Notice is hereby given that a meeting of Sheffield Primary Care Trust Board will be
Tuesday 1 September 2009
 In the Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU held at 1400 hours on

AGENDA

For access to papers in support of items on this agenda
 please go to www.sheffield.nhs.uk/boardmeetings - agendas and papers

1	Apologies for absence	
2	Declaration of Members Interests in relation to the business of the meeting	
3	To agree the minutes of the meeting held in public on 7 July 2009	A
4	To note and action any matters arising from the minutes of the meeting held in public on 7 July 2009	B
5	Chairman's Matters	
6	To receive an oral report from the Chief Executive	
	STRATEGY	
7	To receive and endorse the revised Pandemic Flu Plan and Statement of Readiness presented by the Director of Public	C
8	To receive and endorse an update on the Talent and Leadership Strategy presented by the Chief Executive	D
9	To receive and endorse the Equality and Diversity Annual Report for 2008/09 presented by the Director of Standards and Engagement	E
10	To receive and approve the draft strategy for Commissioning High Quality Community Services presented by the Director of Strategy	F
11	To receive and approve the revised NHS Sheffield Regional and Local Decision Making Policies about Individual Funding Requests (IFRs) presented by the Director of Strategy	G
12	To receive and endorse an update on the Commissioning Patient Experience Strategy presented by the Director of Standards and Engagement	H

OPERATIONAL PERFORMANCE

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| 13 | To receive and approve the Finance Report presented by the Director of Finance | I |
| 14 | To receive and approve the revised Capital Programme for 2009/10 presented by the Director of Strategy and Director of Finance | J |
| 15 | To receive and approve the Performance Report presented by the Director of Performance | K |
| 16 | To receive and endorse the Quarter 1 Business Plan presented by the Director of Performance | L |
| 17 | To receive and endorse the Human Resources Key Performance Indicators and Workforce Information Quarter 1 Report presented by the Managing Director of Provider Services | M |
| 18 | To receive and endorse the Infection Prevention and Control Annual Report for 2008/2009 presented by the Director of Standards and Engagement | N |
| 19 | To receive and endorse the Clinical Audit and Effectiveness Annual Report for 2008/09 presented by the Director of Standards and Engagement | O |
| 20 | To receive and approve a progress report on the NHS Constitution presented by the Director of Standards and Engagement | P |
| 21 | To receive and endorse proposals for the Director of Public Health Annual Report for 2009 presented by the Director of Public Health | Q |
| 22 | To receive and endorse a progress report on Community 1st Sheffield Ltd's activities presented by the Director of Strategy | R |
| 23 | To receive and endorse the 'Big Health Conversation Analysis' presented by the Director of Standards and Engagement | S |

BOARD COMMITTEE REPORTS

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| 24 | <u>Audit and Integrated Governance Committee</u>

To receive an oral report from the Chairman of the Audit and Integrated Governance Committee | |
| 25 | <u>Governance Committee</u>

To receive a report from the Chairman of the Governance Committee including: <ul style="list-style-type: none">• To note the unadopted minutes of the Governance Committee held on 20 July 2009 | T |

	<ul style="list-style-type: none"> • To endorse an update on Health and Safety Issues for PCT Commissioning Staff presented by the Head of Corporate Services • To approve an update on Compliments, Complaints and MPs' Enquiries presented by the Head of Corporate Services • To endorse an update on the Sealing of Documents presented by the Head of Corporate Services 	<p>U</p> <p>V</p> <p>W</p>
26	<p><u>Professional Executive Committee</u></p> <p>To receive a report from the Joint PEC Chair including:</p> <ul style="list-style-type: none"> • To note the adopted minutes of the PEC meeting held on 9 July 2009 • To note the unadopted minutes of the PEC meeting held on 13 August 2009 	<p>X</p> <p>Y</p>
27	<p><u>Assurance Committee</u></p> <p>To receive an oral report from the Director of Standards and Engagement.</p>	
28	<p><u>Specialised Commissioning Group</u></p> <p>To receive a report from the Chief Executive including:</p> <ul style="list-style-type: none"> • To receive and endorse the Specialised Commissioning Group Annual Review Letter for 2008/09 presented by the Chief Executive • To receive and note the minutes from the Yorkshire and Humber Specialised Commissioning Group held on 19 June 2009 • To receive and note the minutes from the Yorkshire and Humber Specialised Commissioning Group held on 17 July 2009 • To receive and note the minutes from the North Derbyshire, South Yorkshire and Bassetlaw Commissioning Consortium (NORCOM) Joint Meeting held on 10 July 2009 • To receive and note the minutes from the North Derbyshire, South Yorkshire and Bassetlaw Commissioning Consortium (NORCOM) Joint Meeting held on 14 August 2009 	<p>Z</p> <p>AA</p> <p>BB</p> <p>CC</p> <p>DD</p>
29	<p>DIRECTLY PROVIDED SERVICES</p> <p>To receive and endorse a report from the Chairman of the Provider Services Management Board</p> <p>POLICY</p>	<p>EE</p>
30	<p>To receive and approve PCT policies presented by the Head of Corporate Services:</p> <p><u>Clinical</u></p> <p>Policy on the provision of additional information to HM Coroner surrounding an untoward death</p>	<p>FF</p>

Corporate

Back care and manual handling policy
Health and Safety Policy
Investigation policy

HR

Career Break Scheme
Flexible Working Policy
Pay and Earnings Protection Policy
Recruitment and Retention Premia Policy
Redeployment and Redundancy Policy
Policy on Relocation and its Alternative

31 FEEDBACK FROM NON EXECUTIVE DIRECTORS

32 QUESTIONS FROM THE PUBLIC

33 If so determined, to exclude the public to consider business of a confidential nature

34 To consider items of any other business

35 Date and time of next meeting: Tuesday 6 October 2009
from 1400 hours in the Boardroom at 722 Prince of Wales Road,
Sheffield, S9 4EU