

**Trust Board Meeting**

**ITEM: 07**  
**Doc: 04**

**DATE:** 23 May 2012

**TITLE:** Board Forward Planner – update 2012

**SPONSOR:** Joe Liddane

**REPORT FROM:** David Seabrooke

**PURPOSE OF REPORT:** To review the board's forward planner

**EXECUTIVE SUMMARY:**

A revised board agenda planner for the remainder of 2012 is attached. The board originally previously approved this at its January '12 meeting. Mid-year reporting back requested by the board has been added for principal strategy documents – these additions are shown in red.

**PROPOSED ACTION:** That the Ground Rules be approved

**APPENDICES:** none

**DECLARATION**

In completing this report, I confirm that the implications associated with the proposed action shown above have been considered – any exceptions are reported in the Supporting Information:

## Trust Board Annual Board Meeting Plan 2012

Public Meeting														
AGENDA ITEM	Lead	Action	Jan12	Feb12	Mar12	Apr12	May12	Jun12	Jul12	Aug12	Sep12	Oct12	Nov12	
<b>Standing Agenda Items</b>														
◆ Introductions, apologies, declarations	Board Sec	-	√	√	√	√	√	√	√	√	√	√	√	
◆ Minutes, matters arising, actions update	Board Sec	Approve	√	√	√	√	√	√	√	√	√	√	√	
◆ Chairman's Monthly Report	Chairman	Review	√	√	√	√	√	√	√	√	√	√	√	
◆ Chief Executive's Monthly Report	CEO	Review	√	√	√	√	√	√	√	√	√	√	√	
◆ Patient Stories	DoNPE	under consideration						√		√		√		√
◆ Any other business/questions from public	Chairman	-	√	√	√	√	√	√	√	√	√	√	√	
◆ Foundation Trust application progress: Tri-partite formal agreement	DoF						√	√	√	√	√	√	√	
◆ Board dates and plan	Board Sec	Approve	√	√	√	√	√			√			√	
<b>Quality and Patient Safety</b>														
◆ Quality Committee Progress Report	Lead NED /DoNPE	Review	√	√	√	√	√	√	√	√	√	√	√	
◆ Quality and Patient Safety Annual Report	Lead NED/ DoNPE	Approve												
◆ Quality Account (Draft, Final)	MD	Approve			√		√							
◆ Infection Prevention and Control Annual Report	DoNPE	Review						√						
◆ Safeguarding Children Annual Declaration	DoNPE	Review				√						√		
◆ Care of people with learning disabilities Six-monthly Report	DoNPE	Review				√						√		
◆ Single Sex Accommodation Declaration	COO	Approve			√									
<b>Strategy</b>														
◆ ICO Business Strategy	CEO	Approve	√							√				
◆ Trust Strategy	CEO	Approve	√											
◆ Business Plan & long term financial model	DoF	Approve	√											

	Lead	Action	Jan12	Feb12	Mar12	Apr12	May12	Jun12	Jul12	Aug12	Sep12	Oct12	Nov12
◆ Nursing, Midwifery & AHP Strategy	DoN	Approve		√							√		
◆ Annual Estates Strategy	COO	Approve			√							√	
◆ Capital Investment Strategy	COO	Approve	√						√				
◆ Carbon Reduction Strategy	COO	Approve		√							√		
◆ Workforce Strategy	COO	Approve			√							√	
◆ Annual Staff Health and Wellbeing Survey	COO	Approve			√						√		
◆ <b>Operational Performance and Planning</b>													
◆ Monthly Dashboard Report	DoF	<b>Review</b>	√	√	√	√	√	√	√	√	√	√	√
◆ Monthly Finance Report	DoF	<b>Review</b>	√	√	√	√	√	√	√	√	√	√	√
◆ Quarterly QIPP Report	DoF	<b>Review</b>		√			√			√			√
◆ Annual Plan	DoF	Approve			√		√						
◆ Service Line Management Reports	DoF	<b>Review</b>	√	√	√	√	√	√	√	√	√	√	√
◆ Annual IT Workplan					√								
◆ Corporate and Divisional Objectives	CEO	Approve					√					√	
◆ (Clinical Excellence Awards)	MD	To be confirmed/removed when status of awards clear											
◆ Emergency Preparedness and Business Continuity Annual Report	COO	<b>Review</b>										√	
<b>Corporate Governance</b>													
◆ Audit Committee Report	Lead NED/DoF	<b>Review</b>	√		√		√		√		√		√
◆ Audit Committee Annual Report	Lead NED/DoF	<b>Review</b>					√						
◆ Board Assurance Framework/ ◆ Risk Register quarterly report	DoNPE	Approve			√			√			√		
◆ Consultant Appraisal and Revalidation	MD												
◆ Register of Directors' Interests	Corp Sec	<b>Review</b>				√						√	
◆ Register of Deed of Execution	Corp Sec	<b>Review</b>				√							
◆ External Audit Annual Report	DoF	<b>Review</b>						√					
◆ Annual Accounts (? Audit Committee?)	DoF	Approve				√ dft					√fni		
◆ Annual Governance Statement (? Audit Committee?)	Corp Sec	Approve					√					√	
◆ Membership Report – annual	DP&P	<b>Annual report timetable / FT application process</b>											
◆ Charitable Funds Committee Report	Lead NED				√								√
◆ Remuneration Committee Report	DoP	<b>To fit with timing of national pay scale announcements</b>											