

ITEM: 6

**MEETING:** TRUST BOARD 20 SEPTEMBER 2006

**TITLE:** Trust Board Agenda timetable

**SUMMARY:**

The FT Project Board has reviewed proposals for a Trust Board agenda timetable based on the "Intelligent Board Report" and Governance recommendations

Attached is a timetable which, if adopted, would be followed from November 2006 onwards.

**ACTION:**

**REPORT FROM:** Margaret Boltwood  
Director of Human Resources & Corporate Affairs

**SPONSORED BY:**

Financial details supplied/checked by: NOT APPLICABLE  
(Name of finance officer)

Recommendations contained within this paper have been checked for compliance with relevant statute and regulations/directions/policy as follows:

(Relevant law/direction etc.)      **Integrated Governance Handbook DOH 2006**  
(Name)                                      **Intelligent Board, Dr Foster 2006**  
or





	May	July	Sep	Nov	Jan	Mar
Strategy	<p><b>Review any issues arising from monitoring of:</b></p> <ul style="list-style-type: none"> <li>markets and business development</li> <li>key trends and forecasts</li> </ul> <p>Review progress on strategy</p>	<p><b>Review any issues arising from monitoring of:</b></p> <ul style="list-style-type: none"> <li>markets and business development</li> <li>key trends and forecasts</li> </ul>	<p><b>Review any issues arising from monitoring of:</b></p> <ul style="list-style-type: none"> <li>markets and business development</li> <li>key trends and forecasts</li> </ul>	<ul style="list-style-type: none"> <li>Board away-day</li> <li>Review strategic priorities in context of changing needs and wider external developments</li> <li>Budget re-forecast</li> </ul> <p><b>Review any issues arising from monitoring of:</b></p> <ul style="list-style-type: none"> <li>markets and business development</li> <li>key trends and forecasts</li> </ul>	<p>Review draft annual plan and budget</p>	<p><b>Review any issues arising from monitoring of:</b></p> <ul style="list-style-type: none"> <li>markets and business development</li> <li>key trends and forecasts</li> </ul> <p>Agree PSP, annual business plan and budget</p>
Operational Performance	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Finance</li> <li>Efficiency</li> <li>Patients' experiences</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <ul style="list-style-type: none"> <li>Accountability reviews with SHA feedback</li> <li>Quarterly LA Scrutiny Panel</li> <li>Quarterly report on patients' experiences</li> <li>In-depth review: clinical quality</li> </ul>	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Finance</li> <li>Efficiency</li> <li>Patients' experiences</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <p>In-depth review: patients' experiences</p>	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Patients' experiences</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <ul style="list-style-type: none"> <li>In-depth review: finance and efficiency</li> <li>Accountability reviews with SHA feedback</li> <li>Quarterly LA Scrutiny Panel</li> </ul>	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Finance</li> <li>Efficiency</li> <li>Patients' experiences</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <ul style="list-style-type: none"> <li>Quarterly report on patients' experiences</li> <li>In-depth review: access and targets</li> <li>Quarterly LA Scrutiny Panel</li> <li>Set LA Scrutiny Panel agenda</li> <li>Annual Staff survey</li> <li>Annual Patient survey</li> </ul>	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Finance</li> <li>Efficiency</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <ul style="list-style-type: none"> <li>Quarterly report on patients' experiences</li> <li>In-depth review: access and targets</li> <li>Quarterly LA Scrutiny Panel</li> <li>Set LA Scrutiny Panel agenda</li> <li>Annual Staff survey</li> <li>Annual Patient survey</li> </ul>	<p><b>Exception reports on:</b></p> <ul style="list-style-type: none"> <li>Finance</li> <li>Efficiency</li> <li>Patients' experiences</li> <li>Clinical quality</li> <li>Performance targets</li> </ul> <ul style="list-style-type: none"> <li>In-depth review: staff survey report/plan</li> <li>Accountability reviews with SHA feedback</li> <li>Results and action plan for Staff and Patient surveys</li> <li>Quarterly LA Scrutiny Panel</li> </ul>
Risk	<p>Exception report on key risks</p>	<p>Assurance Framework Key Risks update</p>	<p>Exception report on key risks</p>	<p>Exception report on key risks</p> <p>Review and update risk register</p>	<ul style="list-style-type: none"> <li>Exception report on key risks</li> <li>Assurance Framework Key Risks update</li> </ul>	<ul style="list-style-type: none"> <li>Review board assurance framework</li> <li>Exception report on key risks</li> <li>Sign off annual audit plan</li> <li>Assurance Framework Key Risks annual sign off</li> </ul>
Regulatory	<p>Standards for Better Health Declaration</p>	<ul style="list-style-type: none"> <li>Sign off accounts, statement of internal control and annual report</li> <li>NCLSHA report</li> </ul>	<p>Standards for Better Health annual scoring and published</p>	<p>Sign off annual audit letter</p>		<p>Healthcare Commission declaration of performance against standards</p>
Other		<ul style="list-style-type: none"> <li>Annual report on infection control</li> <li>Annual report on research and development</li> </ul>	<p>Annual reports on health and safety, radiation protection and fire safety</p>			<ul style="list-style-type: none"> <li>Approve register of seals</li> <li>Approve register of directors' interests</li> <li>Approve changes to standing orders and SFIs</li> <li>Agree forward agenda plan</li> <li>Board self-assessment, including review of committees and working groups</li> </ul>

