

TRUST BOARD IN PUBLIC	Date: 25 April 2013	
	Agenda Item: 1.6	
REPORT TITLE:	Annual Board Forward Planner 2013/14	
NON-EXECUTIVE SPONSOR:	Alan McCarthy Chairman	
REPORT AUTHORS:	Sacha Beeby Executive Assistant Gillian Francis-Musanu Director of Corporate Affairs	
REPORT DISCUSSED PREVIOUSLY: (name of sub-committee/group & date)	N/A	
Purpose of the Report and Action Required:		(√)
To present the annual cycle of business for the Trust Board for 2013/14. The Board is asked to approve the Annual Cycle of Business for 2013/14.	Approval	√
	Discussion	
	Information	
Summary of Key Issues		
<p>The Trust Board should approve an annual cycle of business which identifies the reports which will be regularly presented for consideration.</p> <p>The annual cycle is one of the key components in ensuring that the Trust Board is effectively carrying out its role in leading the Trust.</p>		
Relationship to Trust Corporate Objectives & Assurance Framework:		
Objective 4 – Become a sustainable, effective organisation.		
Corporate Impact Assessment:		
Legal and regulatory implications	None identified	
Financial implications	Reporting on financial implications are required by the Board at each meeting.	
Patient Experience/Engagement	Patient experience metrics are reported to the Board at each meeting.	
Risk & Performance Management	This paper presents one of the controls to ensure that the Board operates effectively and considers reports across all major areas of business.	
NHS Constitution/Equality & Diversity/Communication	Are important elements included in reports to the Board.	
Attachments:		
2013/14 Annual Board Forward Planner (excel spreadsheet)		

TRUST BOARD PLANNER - 2013/14

Agenda Item		frequency	responsibility	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14
				Seminar	Board	Seminar	Board		Board	Seminar	Board		Board	Seminar
GENERAL BUSINESS	Declaration of Interests	monthly	Whole Board	x	x	x	x		x	x	x		x	x
	Reports from committees	bi-monthly	Chairs		x		x		x		x		x	
	Review of the Board Planner and work plan for the year	6-monthly	GFM						x					
	Review of Board and its Committees' effectiveness	annual	Chairs	x										
	Committees and board members attendance report	annual	GFM											
	Clinical presentation	bi-monthly	DH	x		x			x		x			x
	A Patient Story	bi-monthly	DH		x		x			x			x	
	Annual General Meeting (AGM)	annual	GFM						x					
STRATEGY	DRAFT - Annual Business Plan / Integrated Business Plan	annual	GFM						x					
	SIGN-OFF - Annual Business Plan / Integrated Business Plan	annual	GFM										x	
	Updated Estates strategy	annual	IM		x									
	Updated IT strategy	annual	IM		x									
	Updated OD strategy	annual	YP										x	
	Update Workforce strategy	annual	YP		x									
	Board succession planning	annual	YP				x							
	Corporate objectives - 12/13 Review	annual	GFM											
	Corporate objectives - 13/14 Agree	annual	GFM						x					
	Corporate objectives - 14-15 Sign-off	annual	GFM										x	
Trust Annual Report / annual accounts	annual	PS		x										
SAFETY AND QUALITY	Quality & Safety Strategy	annual	SA/DH		x									
	Annual Quality Account	annual	DH		x									
	Annual Risk Management / Patient Experience & Safety / Clinical Effectiveness Report	annual	SA											
	Patient Safety / Experience report	annual	SA											
	Staff survey results	annual	YP				x							
	Inpatient Survey results (part of Patient Experience Report)	annual	IM											
	Outpatient survey results (part of Patient Experience Report)	annual	IM											
	Health and safety report	annual	SA				x							
	Security Management Report	annual	IM						x					
	Fire Safety management Report	annual	IM						x					
	PEAT Annual Report	annual	IM											
	Safeguarding Children Report	annual	SA						x					
	Safeguarding Adults Report	annual	SA						x					
	Infection Prevention & Control Report	annual	DH							x				
	Learning from incidents report	annual	SA/ DH				x							
Research & Development Annual report	annual	DH									x			
Clinical Excellence Awards Report	annual	DH									x			
PERFORMANCE	Integrated performance report - operational, clinical and workforce, CQUINS	monthly	JT / SA/ YP	x	x	x	x		x	x	x		x	x
FINANCE	Approval of Annual Accounts / Annual Governance Statement	annual	PS											
	Sign-off annual budget	annual	PS											
	Sign-off annual capital plan	annual	PS											
	Auditors Annual report	annual	PS						x					
	Finance report	bi-monthly	PS	x	x	x	x	x	x	x	x	x	x	x
	Capital report	bi-monthly	IM		x		x		x		x		x	
Review of SOs and SFIs	bi-annually	PS		x							x			
RISK AND REGULATORY	Board Assurance Framework	quarterly	GFM			x			x				x	
	Strategic Risk Register	quarterly	SA			x			x				x	
	Board governance memorandum	annual	GFM			x								
	Constitution	annual	GFM							x				
	Consultation plan	annual	GFM			x								
	Communications strategy	annual	GFM				x							
	FT Membership strategy	annual	GFM			x								
	Quality governance framework	annual	GFM			x								
	IG annual report	annual	IM		x									
	Annual Complaints Report (part of Quality Report)	annual	SA											
	Emergency planning report	annual	BB				x							
	CQC Registration update	annual	SA/DH	x										
Equality & Diversity Report	annual	YP				x								