

Trust Board Annual Board Meeting Plan 2012

Public Meeting													
AGENDA ITEM	Lead	Action	Jan12	Feb12	Mar12	Apr12	May12	Jun12	Jul12	Aug12	Sep12	Oct12	Nov12
Standing Agenda Items													
◆ Introductions, apologies, declarations	Board Sec	-	√	√	√	√	√	√	√	√	√	√	√
◆ Minutes, matters arising, actions update	Board Sec	Approve	√	√	√	√	√	√	√	√	√	√	√
◆ Chairman's Monthly Report	Chairman	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ Chief Executive's Monthly Report	CEO	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ Patient Stories	DoN	under consideration											
◆ Any other business/questions from public	Chairman	-	√	√	√	√	√	√	√	√	√	√	√
◆ Board dates and plan	Board Sec	Approve	√	√	√	√	√	√	√	√	√	√	√
Quality and Patient Safety													
◆ Quality Committee Progress Report	Lead NED /DoN	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ Quality and Patient Safety Annual Report	Lead NED/ DoN	Approve											
◆ 2011-12 Quality Account	MD	Approve			√								
◆ Infection Prevention and Control Annual Report	DIPC	Receive						√					
◆ Safeguarding Adults Six-monthly Report	DoN	Receive				√						√	
◆ Safeguarding Children Six-monthly Report	DoN	Receive				√						√	
◆ Safeguarding Children Annual Declaration	DoN	Receive				√						√	
◆ Care of people with learning disabilities Six-monthly Report	DoN	Receive				√						√	
◆ Single Sex Accommodation Declaration	COO	Approve			√								
Strategy													
◆ ICO Business Strategy	CEO	Approve	√										
◆ Trust Strategy	Dep CEO	Approve	√										
◆ Foundation Trust application progress: Tri-partite formal agreement	DP&P	FT application process timetable											
◆ 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	D of Fac	Approve			√								
◆ Capital Investment Strategy	D of Fac	Approve	√										
◆ Carbon Reduction Strategy	D of Fac	Approve		√									
◆ Workforce Strategy	DoP	Approve		√									
◆ Annual Staff Health and Wellbeing Strategy	DoP	Approve		√									
◆ Bi-annual IM&T Strategy	DIM&T	Approve						√					
◆ Operational Performance and Planning													
◆ Monthly Dashboard Report	DP&P	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ Monthly Finance Report	DoF	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ Finance and Cost Improvement Programme Report	DoF	Approve	√	√	√	√	√	√	√	√	√	√	√
◆ Quarterly QIPP Report	DP&P	Receive		√			√			√			√
◆ Annual Plan and Budget	DoF/DP&P	Approve			√								
◆ Service Line Management Reports	DoF	Receive	√	√	√	√	√	√	√	√	√	√	√
◆ 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	Receive										√	
Corporate Governance													
◆ Audit Committee Report	Lead NED/DoF	Receive	√		√		√		√		√		√
◆ Audit Committee Annual Report	Lead NED/DoF	Receive					√						
◆ Board Assurance Framework/Risk Register quarterly report	DoN	Approve			√			√			√		
◆ Consultant Appraisal and Revalidation	MD												
◆ Register of Directors Interests	Corp Sec	Receive				√							
◆ Register of Deed of Execution	Corp Sec	Receive				√							
◆ District Audit Annual Report	DoF	Receive						√					
◆ Annual Accounts	DoF	Approve				√ dft					√fnl		
◆ Standing Orders Annual Statement	DoF	Approve				√							
◆ Statement of Internal Control - annual	DoF	Approve					√				√		
◆ Membership Report – annual	DP&P	Annual report timetable / FT application process											
◆ Charitable Funds Committee Report	Lead NED				√								√
◆ Remuneration Committee Report	DoP	To fit with timing of national pay scale announcements											