

Board of Directors' Meeting Report – 30th July 2014

Agenda item 220/14

Title	Review of Board Calendar
Sponsoring Director	Alan Tobias, Chairman
Authors	Angela Bosnjak-Szekeres, Foundation Trust Secretary
Purpose	To keep the Board members updated as to board business, and to ensure that sufficient time is allocated to consider its strategic goals and to monitor performance.
Previously considered at	N/A
Executive Summary:	
Related Trust Objective	Corporate Objective - Sustainability- Keep the core strong
Related Risk	BAF: Corporate objective - Sustainability - Keep the core strong, Risk 6 (Lack of appropriate board governance)
Legal implications / regulatory requirements	Should the Trust not be able fulfil its obligations under the Terms of its Licence, Monitor may implement further sanctions against the Trust. The board calendar assists the board in ensuring that its forward work plan is current and helps to mitigate strategic risk.
Quality impact assessment	An organised timetable of events and activities allows the Board to fulfil its role in achieving its objectives and providing excellent care from excellent people.
Equality impact assessment	As far as can be considered this paper has no detrimental impact for the 9 protected characteristics under the Equality Act 2010.
Action required by the Board / Recommendations: The Board is asked to approve the Board Calendar.	

Board related activities and meetings	July 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>22nd: Board Development , half day</p> <p>21st: Audit Committee, 14:00, boardroom</p> <p>22nd: deadline for board papers, 08:00</p> <p>30th: TRUST BOARD MEETING, 09:30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [JF] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M)</p> <p>STRATEGY AND POLICY: Comms Strategy – update (1) [JT] (Q) IT Strategy – 6 month update (1) [SLB] (A) Estate Strategy – considering other models, offsite OPD etc. (59/14) (2) (JC)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Update on EDS2 and Workforce and Patient Equalities Report (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q) Reference Costs Approval (<i>pending Monitor guidance</i>) (1) (JOS) (A)</p> <p>NomCom Terms of Reference approval (1) [AT] <i>Deferred to August as no meetings held</i></p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) <i>Deferred to August</i></p> <p>BOARD GOVERNANCE: Audit Committee report (1) (MG) (bi-m) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>	<p>Half day, commencing 13:00:</p>	<p>16th: Govs. Governance Mtg. 17.30, Boardroom</p> <p>23rd: Govs. Training Session 15.00, Boardroom</p> <p>23rd: NAGG 17.30, Boardroom</p>

Board related activities and meetings	August 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>06th: Board Development – half day</p> <p>06th: Finance & Investment , 09.30, boardroom</p> <p>13th: QAC, 09.30, boardroom</p> <p>18th: deadline for board papers, 08.00</p> <p>27th: TRUST BOARD MEETING, 09.30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH] Patient Story (1) [SH] (Q) Report from Health and Safety Champion [TY] (bi-M)</p> <p>STRATEGY AND POLICY: Corporate Objective update / strategic discussion: Partnerships – our hospital, our community (1)(A)(JF)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Quarterly employee engagement survey data (1) [SLB] (Q) Staff Exit Questionnaire (1) [SLB] (43/14)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) Report on commercial activities (2) [IM] (Q)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) QAC Report (1) [FH] (bi-m) Review of BAF (1) [JT] (Q) Review of Corporate Risk register (1) [JT] (Q) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>	<p>Half day, commencing 1330hrs:</p> <p><i>Preparation for annual board self - assessment – Chairman / Secretary</i></p> <p><i>The Board’s role in fundraising activities / supporting the organisation’s charities (tbc)</i></p> <p><i>Revised BAF (tbc)</i></p>	<p>07th: Gvs MERG, 17.30, Boardroom</p> <p>19th: Patient & Carer Exp. Group, 17.30, Boardroom</p>

Board related activities and meetings	September 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>03rd: Board Development – full day</p> <p>12th: Audit Committee, 09.30, boardroom</p> <p>Tuesday 16th: deadline for board papers, 08.00</p> <p>24th: TRUST BOARD MEETING, 09.30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH]</p> <p>STRATEGY AND POLICY: Comms Strategy – update (1) [JT] (Q) Full Strategic Review (2) [JT] (389/13)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Employee engagement survey data (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: Audit Committee Report (1) (MG) (Bi-m) Review of Board meeting (2) [AT] (M) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>	<p>Full day, commencing 0900hrs:</p> <p><i>am:</i> 0900 – 1200 Team Building – Lynda Steer</p> <p><i>Mid-year risk assurance framework review (tbc)</i></p> <p><i>pm:</i> Annual board self-assessment – Chairman / Secretary</p> <p><i>pm:</i> Quality Governance Framework annual review – Chief Nurse</p>	<p>10th: Council of Govs. & Annual General Meeting, 09.30, Saxon Hall</p>

Board related activities and meetings	October 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>1st: Finance & Investment , 09.30, boardroom</p> <p>1st: – Board Development – half day</p> <p>15th: QAC, 09.30am, boardroom</p> <p>20th: deadline for board papers, 08.00</p> <p>29th: TRUST BOARD MEETING, 09.30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [?] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M)</p> <p>STRATEGY AND POLICY: Corporate Objective update / strategic discussion: Patient Focus – Keep getting better (1) [SH] (A)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Workforce and Patient Equalities Report (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q)</p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) QAC Report (1) [FH] (bi-m) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review Standing Orders (1) (AT) (A)</p> <p>Review of Board Calendar (1) [AT] (M)</p>		<p>14th: Govs. Governance Group, 17.30, Boardroom</p> <p>21st: Govs. Ed. & Training Group, 17.30, Boardroom</p> <p>22nd: Govs. Training Session, 15.00, Boardroom</p> <p>22nd: NAGG 17.30, Boardroom</p>

Board related activities and meetings	November 2014 – no board meeting? Trust Board Business	Board Development	Stakeholder Activities
<p>5th: Board Development – full day</p> <p>12th: CFC, boardroom</p> <p>14th: Audit Committee, 09.30, boardroom</p> <p>17th: deadline for board papers, 08.00</p> <p>26th: TRUST BOARD MEETING, 09.30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH] Patient Story (1) [SH] (Q) Report from Health and Safety Champion [TY] (bi-M)</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Quarterly employee engagement survey data (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) Report on commercial activities (2) [J'OS] (Q)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) QAC Report (1) [FH] (bi-m) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		<p>6th: Govs MERG, 17.30, Boardroom</p> <p>18th: Council of Governors, and Governor Training, 09.30, Saxon Hall, Southend on Sea</p>

Board related activities and meetings	December 2014 - Merge with November? Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: <i>*Patient Story (1) [SH] (Q)</i> SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH] Nursing Establishment - 6 month update (1) [SH] Report from Health and Safety Champion [TY] (bi-M)</p> <p>STRATEGY AND POLICY: Corporate Objective update / strategic discussion: Patient Focus – keep getting better (1) (SH) (A) Comms Strategy – update (1) [JT] (Q)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: <i>*Quarterly employee engagement survey data (1) [SLB] (Q)</i></p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: <i>*Audit Committee Report (1)(MG)(bi-m)</i> <i>*CFC Report (CT) (FH) (Q)</i> FIC Report (1) [DP] (bi-m) QAC Report (1) [FH] (bi-m) – <i>carry forward to January 2015</i> Review of Board meeting (2) [TY / JO’S] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p> <p>* = items originally due for presentation in November 2014</p>		

Board related activities and meetings	January 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [JO'S] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M)</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Workforce and Patient Equalities Report (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q)</p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: QAC Report (1) [FH] (bi-m) – <i>b/f from December 2014</i> Audit Committee Report (1) [MG] (bi-m) Audit Committee ToR approval (1) [MG] QAC ToR approval (1) [FH] Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	February 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH] Patient Story (1) [SH] (Q) Report from Health and Safety Champion [TY] (bi-M)</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Quarterly employee engagement survey data (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JO’S] (M) Report on commercial activities (2) [JO’S] (Q)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) FIC ToR approval (1) [DP] (A) QAC Report (1) [FH] (bi-m) CFC report (CT) (FH) (Q) NomCom ToR approval (1) [AT]</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	March 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH]</p> <p>STRATEGY AND POLICY: Comms Strategy – update (1) [JT] (Q)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE:</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JO’S] (M)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: Audit Committee Report (1) [MG] (bi-m) Review of Directors’ Register of Interests (1) [AT] (A) Approval of Seal Register entries (2) (AT) (A) Ratify Returning Officer – Governor Elections (1) (AT) (A) Two year ANNUAL PLAN SUBMISSION (1)(S) (JT) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	April 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [JO'S] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M) Report from Health and Safety Champion [TY] (bi-M) Approval of draft Quality Report (<i>for stakeholder submission</i>) (1) (A) (SH) Approval of Annual Complaints Report (1) (A) (SH)</p> <p>STRATEGY AND POLICY: Data quality strategy review (1) (JF) (A) Estate Strategy review (1) (JC) (A) Corporate Objective update / strategic discussion: Research, Education & Innovation – investing in the future(1) (A) (NR)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE:</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q) Summary report of y/e figs, including an explanation of key issues (1) [JOS] (A)</p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) JT](Q) Review of BAF (updated format) (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: QAC Report (1) [FH] (bi-m) Review of Board meeting (2) [AT] (M) Ratify Returning Officer – Governor Elections</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	May 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH]</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE:</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M)</p> <p>RISK FRAMEWORK:</p> <p>BOARD GOVERNANCE:</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		