

Board of Directors' Meeting Report – 24th September 2014

Agenda item 288/14

Title	Review of Board Calendar
Sponsoring Director	Alan Tobias, Chairman
Author	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	September 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>03rd: Board Development</p> <p>12th: Audit Committee, 09.30, boardroom</p> <p>Friday 12th: deadline for board papers, 18.00</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: Full Strategic Review & Timetable (2) [JT] (389/13)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: High Risk Recruitment Trajectories (1) [KW] Staff Exit Questionnaire Quarterly Employee Engagement Survey (1) [KW]</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Monthly updates (1)</p> <p>BOARD GOVERNANCE: Audit Committee Report (1) (MG) (Bi-m) Remuneration Committee Report (1) [QB] Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</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>Friday 17th: deadline for board papers, 18.00</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) Patient Story (1) [SH] (Q) <i>(B/Fwd from November)</i></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) [KW] (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) 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 - merged with December	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>Trust Board Business</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] 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: Gvs 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 - Merged with November and brought forward to 10th December ?? 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] 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)</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)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: *Audit Committee Report (1)(MG)(bi-m) *CFC Report (CT) (FH) (Q) 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: Comms Dashboard Summary – update (1) [JT] (6)</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>		