

## Board of Directors' Meeting Report – 10th December 2014

### Agenda item 353/14

<b>Title</b>	Review of Board Calendar
<b>Sponsoring Director</b>	Alan Tobias, Chairman
<b>Author</b>	Cheryl Auger, Asst. to Foundation Trust Secretary
<b>Purpose</b>	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.
<b>Previously considered at</b>	October Board
<b>Executive Summary:</b>	
<b>Date Reviewed by Execs Team:</b>	26 <sup>th</sup> November 2014
<b>Related Trust Objective</b>	Corporate Objective - Sustainability- Keep the core strong
<b>Related Risk</b>	BAF: Corporate objective - Sustainability - Keep the core strong, Risk 6 (Lack of appropriate board governance)
<b>Legal implications / regulatory requirements</b>	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.
<b>Quality impact assessment</b>	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.
<b>Equality impact assessment</b>	As far as can be considered this paper has no detrimental impact for the 9 protected characteristics under the Equality Act 2010.
<b>Action required by the Board / Recommendations:</b> The Board is asked to approve the Board Calendar.	

Board related activities and meetings	10th December 2014 Merged with November Board  Trust Board Business	Board Development	Stakeholder Activities
<p>December 3rd: F&amp;IC</p> <p>December 17th: QAC</p>	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> SI Report (2) [CS] Nursing Establishment – Monthly update (1) [CS] <i>Nursing Establishment - 6 month update (1) [CS]</i> <i>Deferred to January 2015</i></p> <p><b>STRATEGY AND POLICY:</b> Strategic Plan Process (2) [JO’S]</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (M)</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (M) Financial deficit Reduction Plans (2) [JO’S]</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including monthly Monitor update</p> <p><b>RISK FRAMEWORK</b></p> <p><b>BOARD GOVERNANCE:</b> Audit Committee Report (1)(MG)(bi-m) Review of Board meeting (2) [AT] (M)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	January 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> SI Report (2) [CS] (SAI) Nursing Establishment – Monthly update (1) [CS] Nursing Establishment - 6 month update (1) [CS] Patient Story (1) [CS] Report from Health and Safety Champion [TY] (bi-M)</p> <p><b>STRATEGY AND POLICY:</b> IT Strategy - 6 month update (1) [JO’S]</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (SAI)</p> <p><b>WORKFORCE:</b> Workforce and Patient Equalities Report (1) [KW]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (SAI)</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including Monitor update</p> <p><b>RISK FRAMEWORK</b> Review of Corporate Risk Register (1) [SH](Q) Review of BAF Risks 8 &amp; 9 (1) [SH] (Q)</p> <p><b>BOARD GOVERNANCE:</b> Review of Standing Orders (1) [AB-S] Review of Standing Financial Instructions (1) [JO’S] QAC Committee Report (1) [FH] FIC Report (1) [DP] (bi-m) CFC Report (CT) (FH) (Q) QAC ToR approval (1) [FH] Review of Board meeting (2) (SAI)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (SAI)</p>		

Board related activities and meetings	March 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> Data quality review (1) [JO'S] (Q) ?? Audit Comm ? Nursing Establishment – Monthly update (1) [CS] SI Report (2) [CS] (SAI)</p> <p><b>STRATEGY AND POLICY:</b> Quality Strategy Review (1) [CS] 2 year Operational Plan (1) [SH] Comms Dashboard Summary – update (1) [SH] (6)</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (SAI) (To include QIA non-compliance regarding CIPs)</p> <p><b>WORKFORCE:</b> Quarterly employee engagement survey data (1) [KW]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JO'S] (SAI) Draft Financial Plan (1) [JO'S] Report on commercial activities (2) [JO'S] (Q)</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including Monitor update <b>CEO Report (2) J V Pathology Update</b></p> <p><b>RISK FRAMEWORK:</b> Monitor 1/4ly submission (1) [SH]</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] Audit Committee Report (1) [MG] Audit Committee ToR approval (1) [MG] Review of NomCom ToR (1) [AB-S] (a) Review of RemCom ToR (1) [AB-S](a) Approval of Seal Register entries (1) [AT] (a) Review of Directors Register of Interests (1) [AT] (a) Review of Board meeting (2) [AT] (SAI)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (SAI)</p>		

Board related activities and meetings	May 2015 Trust Board Business	Board Development
	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> Nursing Establishment – Monthly update (1) [CS] SI Report (2) [CS] (SAI) Patient Story (1) [CS]</p> <p><b>STRATEGY AND POLICY:</b> 5 Year Strategic Plan Sign Off (1)</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (SAI)</p> <p><b>WORKFORCE:</b> Workforce and Patient Equalities Report (1) [KW]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (M) Annual Report 2014/15 (1) [SH]</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including Monitor update</p> <p><b>RISK FRAMEWORK:</b> Monitor 1/4ly submission (1) [SH] (Q) Review of BAF (1) [SH] (Q) Review of Corporate Risk Register (1) [SH](Q)</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] Audit Committee Report (1) [MG] Review of Board meeting (2) [AT] (M)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (M)</p>	

Board related activities and meetings	July 2015 Trust Board Business	Board Development
	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> Data quality review (1) [JO'S] (Q) ?? Nursing Establishment – Monthly update (1) [CS] Annual Doctor Revalidation Report (1) [NR] SI Report (2) [CS] (SAI)</p> <p><b>STRATEGY AND POLICY:</b></p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (M)</p> <p><b>WORKFORCE:</b> Quarterly employee engagement survey data (1) [KW]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (M) Report on commercial activities (2) [JOS] (Q)</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including Monitor update CEO Report (2) J V Pathology Update</p> <p><b>RISK FRAMEWORK:</b> Monitor 1/4ly submission (1) [SH] (Q)</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] (bi-m) Audit Committee Report (1) [MG] (bi-m) Review of Board meeting (2) [AT] (M)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (M)</p>	

Board related activities and meetings	September 2015 Trust Board Business	Board Development
	<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> Data quality review (1) [JO'S] (Q) Nursing Establishment – Monthly update (1) [CS] (SAI) Patient Story (1) [CS] SI Report (2) [CS] (SAI)</p> <p><b>STRATEGY AND POLICY:</b> Comms Dashboard Summary – update (1) [SH] (6)</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (SAI)</p> <p><b>WORKFORCE:</b> Workforce and Patient Equalities Report (1) [KW] Quarterly employee engagement survey data (1) [KW]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (SAI)</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b> Including Monitor update</p> <p><b>RISK FRAMEWORK:</b> Monitor 1/4ly submission (1) [SH] (Q) Review of BAF (1) [SH] (Q) Review of Corporate Risk Register (1) [SH](Q)</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] Audit Committee Report (1) [MG] Review of Board meeting (2) [AT] (SAI)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (SAI)</p>	
Board related activities and meetings	November 2015 Trust Board Business	

	<p><b>PROCEDURAL:</b>  Approval of previous minutes (1) (2) [AT]  Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b>  Nursing Establishment – Monthly update (1) [CS] (SAI)  SI Report (2) [CS] (SAI)</p> <p><b>STRATEGY AND POLICY:</b></p> <p><b>OPERATIONAL PERFORMANCE:</b>  Integrated Performance Report (1) [JF] (SAI)</p> <p><b>WORKFORCE:</b></p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b>  Financial Performance (1) [JOS] (SAI)</p> <p><b>CHAIRMAN / CE REPORTS [AT/SH]</b>  Including Monitor update  CEO Report (2) J V Pathology Update</p> <p><b>RISK FRAMEWORK:</b>  Monitor 1/4ly submission (1) [SH] (Q)  Review of BAF (1) [SH] (Q)  Review of Corporate Risk Register (1) [SH](Q)</p> <p><b>BOARD GOVERNANCE:</b>  Review of Board meeting (2) [AT] (SAI)</p> <p><b>BOARD GOVERNANCE PLANNING:</b>  Review of Board Calendar (1) [AT] (SAI)</p>
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