

**Board of Directors' Meeting Report – 5 August 2015**

**Agenda item 87/15**

<b>Title</b>	Review of Board Calendar
<b>Sponsoring Director</b>	Alan Tobias, Chairman
<b>Author</b>	Angela Bosnjak-Szekeres, 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>	May 2015 Board
<b>Executive Summary:</b>	
<b>Date Reviewed by Execs Team:</b>	27 July 2015
<b>Related Trust Objective</b>	Corporate Objective - Sustainability- Keep the core strong
<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 and achieving its objectives.
<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.	

<b>5 August 2015</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<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] Annual Doctor Revalidation Report (1) [NR] Patient Story (1) [CS]</p> <p><b>STRATEGY AND POLICY:</b></p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (M) (including SI report)</p> <p><b>WORKFORCE:</b> Revalidation of doctors report (2) [NR] Staff Appraisal report (1) [MF]</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 submission (1) [SH] (Q) Review of Corporate Risk Register (1) [SH] (Q)</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] (bi-m) Finance &amp; Investment Committee Report (1) [DP] Remuneration Committee Report (1) [QB] Remuneration Policy (1) [ABS] Charitable Funds Terms of Reference (1) [ABS] Review of Board meeting (2) [AT] (M)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (M)</p>	<p><b>12 August</b>, Audit Committee</p> <p><b>12 August</b>, Charitable Funds Committee</p> <p><b>2 September</b>, Board Development Day</p> <p><b>23 September</b>, Finance &amp; Investment Committee (FIC)</p>	<p><b>5 August</b>, Southend Community Event</p> <p><b>6 August</b>, Membership Engagement Recruitment Group (MERG)</p> <p><b>12 August</b>, Strategy &amp; Governance Group (SaGG)</p> <p><b>18 August</b>, Patient &amp; Carer Experience Group (P&amp;CEP)</p> <p><b>25 August</b>, New Governor Induction Session</p> <p><b>6 September</b>, The Big Event</p> <p><b>9 September</b>, AGM and Council of Governors</p> <p><b>10 September</b>, SEEVIC Fresher's Fair</p> <p><b>17 September</b>, South Essex College Fresher's Fair</p>

<b>7 October 2015</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<p><b>PROCEDURAL:</b> Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p><b>QUALITY:</b> Quality Strategy Review (2) [CS] 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> Estates Strategy (2) [JC] Comms Dashboard Summary – update (1) [SH] (6)</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] (SAI) PLACE National Cleaning Standards (1) [JC]</p> <p><b>WORKFORCE:</b> Workforce and Patient Equalities Report (1) [MF]</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)</p> <p><b>BOARD GOVERNANCE:</b> QAC Report (1) [FH] Review of Board meeting (2) [AT] (SAI) Audit Committee Report (1) [MG] (bi-m)</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT] (SAI)</p>	<p><b>21 October,</b> Quality Assurance Committee</p> <p><b>4 November,</b> Board Development Day</p> <p><b>11 November,</b> Audit Committee</p>	<p><b>8 October,</b> NEDs and Governors Group (NaGG)</p> <p><b>21 October,</b> Education &amp; Training Group</p> <p><b>11 November,</b> Membership Engagement Recruitment Group (MERG)</p> <p><b>17 November,</b> Patient &amp; Carer Experience Group (P&amp;CEP)</p> <p><b>18 November,</b> Strategy &amp; Governance Group (SaGG)</p>

<b>2 December 2015</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<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 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>	<p><b>9 December,</b>  Charitable Funds Committee</p>	<p><b>15 December,</b>  Council of Governors</p>