

## Board of Directors' Meeting Report – 25 May 2016

### Agenda item 57/16

<b>Title</b>	Review of Board Calendar
<b>Sponsoring Director</b>	Alan Tobias, Chairman
<b>Author</b>	Geoff Stokes, Interim Company 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>Executive Summary:</b> The calendar gives an update on the future reports to be presented to the Board.	
<b>Date Reviewed by Execs Team:</b>	11 May 2016
<b>Related Trust Objective</b>	Excellent Patient Outcomes Excellent Patient Experience Engaged and Valued Staff Financial and Operational Sustainability – Financial, Operational, Estate
<b>Related Risk</b>	Risk 1 – Failure to provide adequate patient safety and quality of care Risk 2 – Poor patient experience Risk 3 – Failure to meet operational performance targets Risk 4 – Trust not being financially sustainable Risk 5 – Inability to recruit and retain staff Risk 6 – Unable to maintain estates and facilities to an adequate standard
<b>Legal implications / regulatory requirements</b>	The board calendar assists the Board in ensuring that its forward work plan is current and helps to mitigate strategic risk and fulfil its obligations under the terms of the Licence.
<b>Quality impact assessment</b>	An organised timetable of events and activities allows the Board to fulfil its role and achieve 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>25 May 2016</b> <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<b>See Agenda.</b>	<p><b>22 June 2016,</b> Finance &amp; Investment Committee</p> <p><b>6 July 2016,</b> Board Development Day</p> <p><b>13 July 2016,</b> CFC</p>	<p><b>25 May 2016,</b> Membership &amp; Engagement Group</p> <p><b>22 June 2016,</b> Council of Governors</p> <p><b>6 July 2016,</b> NaGG</p>

<b>3 August 2016</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<p><b>HOSPITAL HEROES</b></p> <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) [YB]*  Data quality review (1) [JO'S]  Patient Story (1) [YB] *</p> <p><b>STRATEGY AND POLICY:</b>  Communications &amp; Engagement Strategy (1) [SH]</p> <p><b>OPERATIONAL PERFORMANCE:</b>  Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p><b>WORKFORCE:</b>  Maintaining High Professional Standards [NR] (2)*  Workforce and Patient Equalities Report (1) [MF]</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b>  Financial Performance (1) [JOS] (to include cost improvement update)*</p> <p><b>CHAIRMAN/CEO REPORTS [AT/SH]</b>  Including NHS Improvement (Monitor) update*  CEO Report (2)*</p> <p><b>RISK FRAMEWORK:</b>  Review of BAF (1) [SH] (Q)  Review of Corporate Risk Register (1) [YB](Q)</p> <p><b>BOARD GOVERNANCE:</b>  CFC report (1) [FH]  FIC report (1) [DP]  Standing Financial Instructions (SFIs) – Procurement Section (1) [CFO/Company Secretary]  Review of Board meeting (2) [AT]*</p> <p><b>BOARD GOVERNANCE PLANNING:</b>  Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p><b>10 August 2016,</b> Audit Committee</p> <p><b>31 August 2016,</b> QAC</p> <p><b>7 September 2016,</b> Board Development Day</p> <p><b>21 September 2016,</b> FIC</p>	<p><b>10 August 2016,</b> SaGG</p> <p><b>11 August 2016,</b> MERG</p> <p><b>17 August 2016,</b> Patient &amp; Carer Experience Group</p> <p><b>28 September 2016,</b> AGM and CoG</p>

<b>5 October 2016</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<p><b>HOSPITAL HEROES</b></p> <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) [YB]* Patient Story (1) [YB] *</p> <p><b>STRATEGY AND POLICY:</b> Estates Strategy (1) [JC]</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p><b>WORKFORCE:</b> Maintaining High Professional Standards [NR] (2)*</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (to include cost improvement update)*</p> <p><b>CHAIRMAN / CEO REPORTS [AT/SH]</b> Including NHS Improvement (Monitor) update* CEO Report (2)*</p> <p><b>RISK FRAMEWORK:</b></p> <p><b>BOARD GOVERNANCE:</b> QAC report (1) [FH] CFC report (1) [FH] Audit Committee report (1) [MG] FIC report (1) [DP] Review of Board meeting (2) [AT]*</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p><b>9 November 2016,</b> Audit Committee</p> <p><b>30 November 2016,</b> CFC</p>	<p><b>5 October 2016,</b> NaGG</p> <p><b>16 November 2016,</b> PCEG</p>

7 December 2016 Trust Board Business	Board Development and Sub-Board Committees	Other related activities and meetings
<p><b>HOSPITAL HEROES</b> <b>PATIENT STORY</b></p> <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) [YB]* Patient Story (1) [YB] *</p> <p><b>STRATEGY AND POLICY:</b> Data quality review (1) [JO'S] Communications &amp; Engagement Strategy (1) [SH]</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p><b>WORKFORCE:</b> Maintaining High Professional Standards [NR] (2)*</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] (to include cost improvement update)*</p> <p><b>CHAIRMAN / CEO REPORTS [AT/SH]</b> Including NHS Improvement (Monitor) update* CEO Report (2)*</p> <p><b>RISK FRAMEWORK:</b></p> <p><b>BOARD GOVERNANCE:</b> CFC report (1) [FH] Audit Committee report (1) [MG] Review of Board meeting (2) [AT]*</p> <p><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p>14 December 2016, QAC</p>	<p>14 December 2016, CoG</p>