

## Board of Directors' Meeting Report – 5 October 2016

### Agenda item 97/16

<b>Title</b>	Review of Board Calendar
<b>Sponsoring Director</b>	Alan Tobias, Chairman
<b>Author</b>	Brinda Sittapah, 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>	21 September 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>Essex Success Regime</b>	Does this proposal have any implications for the other Trusts within the Essex Success Regime (BTUH and MEHT) or for the Mid and South Essex health economy as a whole?  If so, please outline the anticipated impact (including positive and negative implications) and the degree to which these have been discussed with and endorsed by the other Trusts and the Success Regime Leadership Team?
<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.	

7 December 2016 Trust Board Business	Board Development and Sub-Board Committees	Other related activities and meetings
<p><b>HOSPITAL HEROES 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] * Health &amp; Safety Committee Report (1) [JC]</p> <p><b>STRATEGY AND POLICY:</b> Data quality review (1) [JO’S] Communications &amp; Engagement Strategy (1) [SH] Minutes of Acute Joint Working Project Steering Group (2) [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)* Pathology JV – Progress Update (2) [JC/JOS]</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] Quality Assurance Committee (QAC) report (1) [FH] Review of BAF (1) [SH] Review of Corporate Risk Register (1) [SH]</p> <p>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>19 October 2016,</b> Quality Assurance Committee</p> <p><b>26 October 2016,</b> Audit Committee</p> <p><b>2 November 2016,</b> Finance &amp; Resources Committee</p> <p><b>9 November 2016,</b> Board Development Day</p> <p><b>16 November 2016,</b> Charitable Funds Committee</p> <p><b>14 December 2016,</b> Quality Assurance Committee</p> <p><b>4 January 2017,</b> Finance &amp; Resources Committee</p> <p><b>11 January 2017,</b> Board Development Day</p>	<p><b>5 October 2016,</b> NEDs &amp; Governors Group</p> <p><b>16 November 2016,</b> Patient &amp; Carer Experience Group</p> <p><b>14 December 2016,</b> Council of Governors</p>

<b>1 February 2017</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 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> Minutes of Acute Joint Working Project Steering Group (2) [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> Quality Assurance Committee (QAC) report (1) [FH] Finance &amp; Resources Committee (FRC) report (1) [DP] Review of BAF (1) [SH] Review of Corporate Risk Register (1) [SH]</p> <p>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>22 February 2017,</b> Audit Committee</p> <p><b>1 March 2017,</b> Finance &amp; Resources Committee</p> <p><b>8 March 2017,</b> Board Development</p>	<p><b>8 February 2017,</b> Patient &amp; Carer Experience Group</p> <p><b>15 February 2017,</b> Strategy &amp; Governance Group</p> <p><b>22 February 2017,</b> Membership Engagement &amp; Recruitment Group</p>