

Board of Directors' Meeting Report – 28 February 2017

Agenda item 17/17

Title	Review of Board Calendar
Sponsoring Director	Alan Tobias, Chairman
Author	Brinda Sittapah, Company 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.
Executive Summary: The calendar gives an update on the future reports to be presented to the Board.	
Related Trust Objective	Excellent Patient Outcomes Excellent Patient Experience Engaged and Valued Staff Financial and Operational Sustainability – Financial, Operational, Estate
Related Risk	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
Essex Success Regime	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?
Legal implications / regulatory requirements	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.
Quality impact assessment	An organised timetable of events and activities allows the Board to fulfil its role and achieve its objectives.
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.	

28 February 2017 Trust Board Business	Board Development and Sub-Board Committees	Other related activities and meetings
<p>PATIENT STORY</p> <p>PROCEDURAL: Approval of previous minutes (1) (2) [AT]* Approval of Action Tracker (1) (2) [AT]*</p> <p>QUALITY: Nursing Establishment – monthly update (1) [YB]* Patient Story (1) [YB] * Audit into the improvements/changes made to coding relating to SHMI (1)[NR]</p> <p>STRATEGY AND POLICY: Draft Minutes of JWB held on 1st February 2017</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p>WORKFORCE: Maintaining High Professional Standards [NR] (2)*</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (to include cost improvement update)*</p> <p>CHAIRMAN / CEO REPORTS [AT/SH] Including NHS Improvement (Monitor) update* CEO Report (2)*</p> <p>RISK FRAMEWORK:</p> <p>BOARD GOVERNANCE: Finance & Resources Committee (FRC) report (1) [DP] Quality Assurance Committee (QAC) report (1) [FH] Audit Committee report (1) [MG]</p> <p>Review of Board meeting (2) [AT]*</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p>21 December 2016, Quality Assurance Committee</p> <p>4 January 2017, Finance & Resources Committee</p> <p>11 January 2017, Board Development Day</p> <p>22 February 2017, Audit Committee</p> <p>1 March 2017, Finance & Resources Committee</p> <p>8 March 2017, Board Development</p>	<p>14 December 2016, Council of Governors</p> <p>8 February 2017, Patient & Carer Experience Group</p> <p>15 February 2017, Strategy & Governance Group</p> <p>22 February 2017, Membership Engagement & Recruitment Group</p>

4 April 2017

HOSPITAL HEROES

PATIENT STORY

PROCEDURAL:

Approval of previous minutes (1) (2) [AT]*

Approval of Action Tracker (1) (2) [AT]*

QUALITY:

Nursing Establishment – monthly update (1) [YB]*

Patient Story (1) [YB] *

STRATEGY AND POLICY:

Communications & Engagement Strategy (1) [YB]

Minutes of JWB held on 1st March 2017 (1) [AT]*

OPERATIONAL PERFORMANCE:

Integrated Performance Report (1) [JF] incl. SI Report [YB]*

WORKFORCE:

Maintaining High Professional Standards [NR] (2)*

FINANCIAL AND BUSINESS REPORTING:

Financial Performance (1) [JOS] (to include cost improvement update)*

CHAIRMAN / CEO REPORTS [AT/SH]

Including NHS Improvement (Monitor) update*

CEO Report (2)*

RISK FRAMEWORK:

BOARD GOVERNANCE:

Finance & Resources Committee (FRC) report (1) [DP]

Review of Board meeting (2) [AT]*

BOARD GOVERNANCE PLANNING:

Review of Board Calendar (1) [AT]*

* Standing agenda item