

Board of Directors' Meeting Report – 4 April 2017

Agenda item 34/17

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
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.	

2 May 2017 Trust Board Business	Board Development and Sub-Board Committees	Other related activities and meetings
<p>HOSPITAL HEROES 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) [DS]* Patient Story (1) [YB] *</p> <p>STRATEGY AND POLICY: Communications & Engagement Strategy (1) [YB] Draft Minutes of JWB held on 5th April 2017 OMFS and Orthodontic Network for Essex (1) (YB)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p>WORKFORCE: Maintaining High Professional Standards [CS] (2)*</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] Budget approval (1) (JOS)</p> <p>CHAIRMAN / CEO REPORTS [AT/SH] Including NHS Improvement (Monitor) update* CEO and MD Report (1)*(2)*</p> <p>RISK FRAMEWORK:</p> <p>BOARD GOVERNANCE: Finance & Resources Committee (FRC) report (1) [DP] Quality Assurance Committee (QAC) report (1) [FH] Charitable Funds Committee (CFC) report (1) [FH]</p> <p>Review of Board meeting (2) *</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p>12 April 2017 Charitable Funds Committee</p> <p>19 April 2017 Quality Assurance Committee</p> <p>26 April 2017 Finance & Resource Committee</p> <p>3 May 2017 Audit Committee</p> <p>22 May Audit Committee</p>	<p>4 April 2017 Council of Governors</p> <p>12 April 2017 Membership Engagement & Recruitment Group</p> <p>10 May 2017 Strategy & Governance Group</p> <p>17 May 2017 Patient & Carer Experience Group</p> <p>18 May 2017 Member Engagement Recruitment Group</p>

24 May 2017 (Special Board meeting)

FINANCIAL AND BUSINESS REPORTING:

Approval of Annual Accounts (1) (JOS)

