

## Board of Directors' Meeting Report – 4 April 2017

### Agenda item 57/17

<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>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>2 May 2017</b>  <b>Trust Board Business</b>	<b>Board Development and Sub-Board Committees</b>	<b>Other related activities and meetings</b>
<p><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) [DS]* Patient Story (1) [YB] *</p> <p><b>STRATEGY AND POLICY:</b> Communications &amp; Engagement Strategy (1) [YB] Draft Minutes of JWB held on 5<sup>th</sup> April 2017 OMFS and Orthodontic Network for Essex (1) (YB)</p> <p><b>OPERATIONAL PERFORMANCE:</b> Integrated Performance Report (1) [JF] incl. SI Report [YB]*</p> <p><b>WORKFORCE:</b> Maintaining High Professional Standards [CS] (2)*</p> <p><b>FINANCIAL AND BUSINESS REPORTING:</b> Financial Performance (1) [JOS] Budget approval (1) (JOS)</p> <p><b>CHAIRMAN / CEO REPORTS [AT/SH]</b> Including NHS Improvement (Monitor) update* CEO and MD Report (1)*(2)*</p> <p><b>RISK FRAMEWORK:</b></p> <p><b>BOARD GOVERNANCE:</b> Finance &amp; 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><b>BOARD GOVERNANCE PLANNING:</b> Review of Board Calendar (1) [AT]*</p> <p>* Standing agenda item</p>	<p><b>3 May 2017</b> Audit Committee</p> <p><b>22 May 2017</b> Audit Committee</p> <p><b>6 June 2017</b> Board Development</p> <p><b>21 June 2017</b> Quality Assurance Committee</p> <p><b>4 July 2017</b> Board Development</p> <p><b>4 July 2017</b> Finance &amp; Resources Committee</p> <p><b>19 July 2017</b> Charitable Funds Committee</p> <p><b>26 July 2017</b> Audit Committee</p> <p><b>16 August 2017</b> Quality Assurance Committee</p>	<p><b>10 May 2017</b> Strategy &amp; Governance Group</p> <p><b>17 May 2017</b> Patient &amp; Carer Experience Group</p> <p><b>18 May 2017</b> Member Engagement Recruitment Group</p> <p><b>24 May 2017</b> NaGG</p> <p><b>6 June 2017</b> NaGG</p>

**24 May 2017 (Special Board meeting)**

**FINANCIAL AND BUSINESS REPORTING:**

Approval of Annual Accounts (1) (JOS)

**5 September 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) [DS]\*

Patient Story (1) [YB] \*

**STRATEGY AND POLICY:**

Communications & Engagement Strategy (1) [YB]

Draft Minutes of JWB held on 5<sup>th</sup> April 2017

OMFS and Orthodontic Network for Essex (1) (YB)

**OPERATIONAL PERFORMANCE:**

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

**WORKFORCE:**

Maintaining High Professional Standards [CS] (2)\*

**FINANCIAL AND BUSINESS REPORTING:**

Financial Performance (1) [JOS]

Budget approval (1) (JOS)

**CHAIRMAN / CEO REPORTS [AT/SH]**

Including NHS Improvement (Monitor) update\*

CEO and MD Report (1)\*(2)\*

**RISK FRAMEWORK:**

**BOARD GOVERNANCE:**

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

Quality Assurance Committee (QAC) report (1) [FH]

Charitable Funds Committee (CFC) report (1) [FH]

Review of Board meeting (2) \*

**BOARD GOVERNANCE PLANNING:**

Review of Board Calendar (1) [AT]\*

\* Standing agenda item