

Board of Directors' Meeting Report – 5 September 2017

Agenda item 81/17

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	All BAF Risks
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.	

5 December 2017 Trust Board Business	Board Development and Sub-Board Committees	Other related activities and meetings
<p>PATIENT EXPERIENCE</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]*</p> <p>STRATEGY AND POLICY: Communications & Engagement Strategy (1) [YB] 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]</p> <p>CHAIRMAN / CEO REPORTS [AT/SH] Including NHS Improvement (Monitor) update* CEO and MD Report (1)*(2)*</p> <p>BOARD GOVERNANCE: Audit Committee (AC) report (1) [MG] 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>13 September Finance & Resources Committee</p> <p>3 October Board Development (SLT & NEDs)</p> <p>18 October Quality Assurance Committee</p> <p>25 October Audit Committee</p> <p>31 October Finance & Resources Committee</p> <p>1 November Board Development (NEDs & SLT)</p> <p>15 November Charitable Funds Committee</p>	<p>20 September AGM/COG</p> <p>1 Nov NEDs and Governors Group (NaGG)</p>