

## Board of Directors' Meeting Report – 5 December 2017

### Agenda item 106/17

<b>Title</b>	Review of Board Calendar
<b>Sponsoring Director</b>	David Parkins, Vice Chair
<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>	All BAF Risks
<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.	

Item	Lead	6.03.18	24.05.18	4.09.18	04.12.18
<b>Standing Agenda Items</b>					
Hospital Heroes	Managing Director	x	x	x	x
Patient Experience	Chief Nurse	x	x	x	x
Apologies	Chairman	x	x	x	x
Declarations of Interest	All Board Members	x	x	x	x
Matters Arising and Action Log	Company Secretary	x	x	x	x
Chief Executive's Report	CEO	x	x	x	x
Chairman's Report	Chairman	x	x	x	x
Public and Governor Questions	Relevant Director	x	x	x	x
Use of Corporate Seal	Company Secretary		x		
Integrated Performance Report - quality, operations, workforce and mortality where appropriate	All Execs	x	x	x	x
Financial Performance	Chief Finance Officer	x	x	x	x
Nursing Establishment	Chief Nurse	x	x	x	x
<b>Quarterly Reports</b>					
Board Assurance Framework		x	x	x	x
<b>As Required Reports</b>					
Business Cases that require Board approval	Relevant Director	x	x	x	x
<b>Annual Reports and Plans, Budgets and Key Strategies</b>					
Approval of Annual Report and Accounts	Chief Executive/Chief Financial Officer/Company Secretary		x		
Annual Financial Plan and Budgets (inc Revenue Budget and Capital Programme)	Chief Financial Officer	x			x
Annual NHS National Staff Survey Results	Chief HR Director	x			
Briefing on liability in respect of clinical claims	Managing Director	x			
Annual Report of Emergency Preparedness and Business Continuity and Forward Plan	Managing Director			x	
<b>Updates from Board Committees</b>					
Joint Working Board	Chairman	x	x	x	x
Audit Committee	Audit Committee Chairman	x	x	x	x
Finance & Resources Committee	Finance & Resources Committee Chairman	x	x	x	x
Quality Assurance Committee	Quality Assurance Committee Chairman	x	x	x	x
Charitable Funds Committee	Charitable Funds Committee Chairman	x	x	x	x
<b>Board Governance</b>					
Annual Assessment of Board Performance including Annual Validation of Board Committees' Purpose and Function and confirmation of Workplan	Chairman (supported by Company Secretary and with input from Audit Committee)	x			
Register of Interests of Board Members	Company Secretary	x			
Annual Re-affirmation of Directors' Code of Conduct/Nolan Principles/Fit and Proper Persons test	Company Secretary	x			
Annual Review of Trust Compliance against NHS Constitution	Company Secretary	x			
Review of SOs/SFIs and Scheme of Delegation	Company Secretary/Finance Director/Audit Committee	x			x
Review of Compliance with Monitor Licence	Company Secretary				

## Meetings 2018

January			
Tuesday	9 January	09.30	Finance and Resources Committee
Tuesday	9 January	13.00	NEDs only meeting
Wednesday	10 January	14.00	Joint Working Board
February			
Tuesday	6 February	09.30	Board Development
Tuesday	6 February	16.45	Council of Governors
Wednesday	7 February	14.00	Joint Working Board
Wednesday	14 February	09.30	Quality Assurance Committee
Wednesday	14 February	14.00	Efficiency Sub-Committee
Thursday	22 February	09.00	Audit Committee
March			
Tuesday	6 March	09.30	Board of Directors
Tuesday	6 March	16.45	NED and Governors Group
Wednesday	7 March	14.00	Joint Working Board
Tuesday	20 March	09.30	Finance and Resources Committee
April			
Tuesday	3 April	09.30	Board Development
Tuesday	3 April	13.30	Remuneration and Nominations Committee
Wednesday	4 April	14.00	Joint Working Board
Wednesday	25 April	09.30	Quality Assurance Committee
Wednesday	25 April	13.00	Charitable Funds Committee
May			
Tuesday	1 May	09.30	Finance & Resources Committee
Tuesday	1 May	13.00	NEDs only meeting
Wednesday	2 May	14.00	Joint Working Board
Tuesday	8 May	09.30	Audit Committee
Tuesday	22 May	09.30	Audit Committee
Thursday	24 May	09.30	Board of Directors
Thursday	24 May	16.45	NED and Governors Group
June			
Tuesday	5 June	09.30	Board Development
Tuesday	5 June	13.00	Remuneration and Nominations Committee
Tuesday	5 June	14.00	Efficiency Sub-Committee
Tuesday	5 June	16.45	Council of Governors
Wednesday	6 June	14.00	Joint Working Board
Wednesday	20 June	09.30	Quality Assurance Committee
July			
Tuesday	3 July	09.30	Finance & Resources Committee
Tuesday	3 July	13.00	NEDs only meeting
Wednesday	4 July	14.00	Joint Working Board
Wednesday	18 July	09.30	Charitable Funds Committee
Tuesday	24 July	09.30	Audit Committee
August			
Wednesday	15 August	09.30	Quality Assurance Committee
Wednesday	15 August	14.00	Efficiency Sub-Committee
September			
Tuesday	4 September	09.30	Board Meeting
Tuesday	4 September	16.45	NED and Governors Group
Wednesday	5 September	14.00	Joint Working Board
Tuesday	11 September	09.00	Finance & Resources Committee
Wednesday	26 September	09.30	AGM & Council of Governors
October			
Tuesday	2 October	09.30	Board Development
Wednesday	3 October	14.00	Joint Working Board
Wednesday	17 October	09.30	Quality Assurance Committee
Tuesday	23 October	09.30	Audit Committee
November			
Tuesday	6 November	09.30	Finance & Resources Committee
Tuesday	6 November	13.00	Board Development
Tuesday	6 November	16.45	NED and Governors Group
Wednesday	7 November	14.00	Joint Working Board
Wednesday	14 November	09.30	Charitable Funds Committee
December			
Tuesday	4 December	09.30	Board meeting
Tuesday	4 December	13.30	Remuneration and Nominations Committee (tentative)
Tuesday	4 December	16.45	Council of Governors
Wednesday	5 December	14.00	Joint Working Board
Wednesday	12 December	09.00	Quality Assurance Committee
Wednesday	12 December	14.00	Efficiency Sub-Committee