

## Board workplan for year 2018

Item	Lead	24.05.18	4.09.18	04.12.18
<b>Standing Agenda Items</b>				
Hospital Heroes	Managing Director	x	x	x
Patient Experience	Chief Nurse	x	x	x
Apologies	Chairman	x	x	x
Declarations of Interest	All Board Members	x	x	x
Matters Arising and Action Log	Company Secretary	x	x	x
Chief Executive's Report	CEO	x	x	x
Chairman's Report	Chairman	x	x	x
Public and Governor Questions	Relevant Director	x	x	x
Integrated Performance Board Report	All Execs	x	x	x
Nursing Establishment	Chief Nurse	x	x	x
DIPC report	Chief Medical Officer	x	x	x
<b>Quarterly Reports</b>				
Board Assurance Framework	Company Secretary	x	x	x
<b>As Required Reports</b>				
Business Cases that require Board approval	Relevant Director	x	x	x
<b>Annual Reports and Plans, Budgets and Key Strategies</b>				
Approval of Annual Report and Accounts	Chief Executive/Chief Finance Officer/Company Secretary	x		
Operational plan	Chief Finance Officer			x
Annual NHS National Staff Survey Results	Chief HR Director	x		
Annual Report of Emergency Preparedness and Business Continuity and Forward Plan	Managing Director		x	

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<b>Updates from Board Committees</b>				
Joint Working Board	Chairman	x	x	x
Audit Committee	Audit Committee Chairman	x	x	x
Finance & Resources Committee	Finance & Resources Committee Chairman	x	x	x
Quality Assurance Committee	Quality Assurance Committee Chairman	x	x	x
Charitable Funds Committee	Charitable Funds Committee Chairman		x	x
<b>Board Governance</b>				
Annual Assessment of Board Performance	Chairman (supported by Company Secretary)	x		
Register of Interests of Board Members	Company Secretary			
Annual Re-affirmation of Fit and Proper Persons test	Company Secretary			
Review of SOs/SFIs and Scheme of Delegation	Chief Finance Officer/ Company Secretary		x	x
Use of Corporate Seal	Company Secretary		x	