

Draft Annual Board Cycle of Business: 2018 /2019

	April	May	June	July	September
Staff/Patient's Experience of our services		Patient Experience Report		Patient Experience Report	Patient Experience Report
Assurance on current quality, finance, performance and workforce issues		<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations Boards – COB Chairs Finance report - MR Quality report - JS Bi-annual workforce review 		<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations Boards) – COB Chairs Finance report – MR Quality report - JS Guardian of Safe Working Hours report - DV 	<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations Boards (COB Chairs Finance report – MR Quality report – JS Draft Winter Plan & Annual Winter Planning Assurance - JS
Key issues from Board sub committees		<ul style="list-style-type: none"> Audit Committee - GL Quality Improvement and Safety Committee - AM Charitable Funds Committee – GL Strategic Change Board - AP 		<ul style="list-style-type: none"> Quality, Improvement and Safety Committee – AM Strategic Change Board - AP Estates Committee - GT 	<ul style="list-style-type: none"> Quality Improvement and Safety Committee - AM Estates Committee – GT Audit Committee - GL Strategic Change Board - AP Charitable Funds Committee - GL
Other items		<ul style="list-style-type: none"> Chair and CEO Report – NS/MW Bi-annual update on Whistleblowing and Freedom of Information Requests in CEO Report – TG Bi-annual update on implementing actions relating to Lord Cater report on productivity – MR 		<ul style="list-style-type: none"> Chair and CEO Report– NS/MW Service Director in attendance – TC Diversity & Inclusion Annual Report – TG/AH Business Continuity Plan - JS Major Incident Plan – JS Emergency Preparedness, Resilience and Response (EPRR) - JS 	<ul style="list-style-type: none"> Chair and CEO) – NS/MW Service Director in attendance – JP Annual Report on claims and litigation – TG Medical Revalidation Annual Report – DV
Strategy		<ul style="list-style-type: none"> Quality Accounts - JS 			<ul style="list-style-type: none"> Bi-annual review of delivering the Business plan - BL
Private Board		<ul style="list-style-type: none"> Strategic Estates Developments – MRo Bi-annual review of Well-Led improvement plan – TG STP Updates – MW 		<ul style="list-style-type: none"> Strategic Estates Developments – MR Overall contract envelops, income vs activity levels and assess whether to change block payments – MR Bi-annual Stakeholder Management Update – KM STP Updates - MW 	<ul style="list-style-type: none"> Strategic Estates Developments – MR Stakeholder - KM
Strategy/Development session	<ul style="list-style-type: none"> TBC 		<ul style="list-style-type: none"> Well Led (including unitary Board and strategy for greater public and staff engagement) – AP/TG 		Research - DV

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	October	November	December	January	February	March
Staff/Patient's Experience of our services		Patient Experience Report		Patient Experience Report		Patient Experience Report
Assurance on current quality, finance, performance and workforce issues		<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations Boards – COB Chairs Finance report - MR Quality report - JS Bi-annual workforce review - AP 		<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations Boards) – COB Chairs Finance report – MR Quality report - JS 		<ul style="list-style-type: none"> Escalation points from Meetings of three clinical operations– COB Chairs Finance report – MR Quality report - JS
Key issues from Board sub committees		<ul style="list-style-type: none"> Quality Improvement and Safety Committee - AM Charitable Funds Committee - GL Audit Committee – GL Strategic Change Board – AP Remuneration committee - GT 		<ul style="list-style-type: none"> Quality, Improvement & Safety Committee – AM Strategic Change Board - AP Estates Committee - GL 		<ul style="list-style-type: none"> Quality, Improvement and Safety Committee - AM Estates Committee – GT Audit Committee - GL Charitable Funds Committee GL
Other items		<ul style="list-style-type: none"> Chair and CEO Report (including Risk Register) – NS/MW Service Director in attendance – LS Bi-annual update on Whistleblowing and Freedom of Information Requests in CEO report Bi-annual update on implementing actions relating to Lord Cater report on productivity - MR 		<ul style="list-style-type: none"> Chair and CEO Report (including Risk Register) – NS/MW 		<ul style="list-style-type: none"> Chair and CEO Report (including Risk Register) – NS/MW Annual Staff Survey Results – AP Delegate annual accounts sign off to Audit Committee + Chair + CEO – MR Annual Budget Approval - MRo
Strategy				<ul style="list-style-type: none"> Bi-annual review of delivering the Business plan – BL 		
Private Board		<ul style="list-style-type: none"> Strategic Estates Developments – MR Bi-annual review of Well-Led improvement plan – TG Sign off two year plans and supporting strategy implementation plans – BL 		<ul style="list-style-type: none"> First draft of annual plan – AP/MRo Draft of cost improvement plans for 19/20 and outlines for 20/21 – MRo Bi-annual Stakeholder management update – KM 		<ul style="list-style-type: none"> Annual Board Effectiveness Review – TG Stakeholder - KM
Strategy/Development session	<ul style="list-style-type: none"> TBC 		<ul style="list-style-type: none"> Joint Development Session on Clinical Operational Boards – MW/TG 		<ul style="list-style-type: none"> Annual Board Skills Review – AP Board Away Day Team Building session 	TBC