

AGENDA ITEM 6i Board Forward Planner 2018-19

Agenda Item / Issue	Lead	Apr	Мау	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Standing agenda items Part I													
Introductions, Apologies, Declaration of	Chair	х	х	х	х	x	х	x	х	х	х	х	х
Interest													
Minutes, Matters Arising, Actions Update	Chair	x	x	x	x	X	X	х	x	х	x	х	х
CEO's Report	CEO	х	х	х	х	х	х	x	х	x	х	х	х
Patient Story	DoN	х	х	х	х	х	х	x	х	x	х	х	х
Performance Committee Chair's Report	PC Chair	х	х	х	х	Х	X	x	x	X	х	Х	Х
Integrated Performance Report (PIPR) Safe Effective Caring Responsive People Management and Culture Transformation Finance 	EDs	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11
Research & Education	MD/DoN				x		х		х		х		х
Q&R Chair's Report	Q&R Chair			x		x		x		x		х	
Governance Combined Quality Report Quality and Risk Committee Minutes Audit Committee Minutes	EDs	x	x	x	x	x	x	x	x	x	x	x	x
Freedom to Speak Up Guardian's Report								X			х		
Guardian of Safe Working - Report					x			X			х		
Workforce	DW&OD	х	x	x	x	х	х	X	x	x	х	х	х
Matters for Action/Escalation	TS/EDs	х	х	x	х	x	х	х	х	х	х	х	х
Items for Board Forward Planner	TS	х	х	x	х	x	х	х	х	х	х	х	х
Any Other Business	ALL	х	х	x	х	х	х	х	х	х	х	х	х
Strategic Developments (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Research Strategy Clinical Education Strategy Nursing Strategy Workforce Strategy Digital Strategy Trust Strategy/Five Year Plan			x				8	x x	x				



Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts	DoF/DoN		х										
Medical Revalidation Annual Report	MD						O	х					
Board Self-Certifications	DoF/TS		Х										
General Condition 6 and Continuity of Services													
Condition 7 of the NHS Provider licence													
Corporate Governance Statement													
Training of Governors	DeF												
Consideration of Going Concern	DoF	X											
Gender Pay Audit & Action Plan									X				
Board Self-Assessment													
Review of Committee Cycle & Dates							X						
Ad Hoc/Future Agenda Items		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
International Collaborations				х									
NSTEACS (NSTEMI) Pathway						х							
GMC Survey results						х	O						
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Presentations – Monthly Programme													
Information Governance(including GDPR)				Х									
The role of the unitary board					X								
Emergency planning						Х							
Trustee training – Charitable funds							X						
Leadership – well led review								X				ļ	<u> </u>
Safeguarding (MHA / DOLs)									X				<u> </u>
Raising concerns / Whistleblowing										X			<u> </u>
Infection prevention and control											X		<u> </u>
Equality and Diversity												X	
EoL care													Х

Item moved from original planned date :

Royal Papworth Hospital NHS Foundation Trust

Schedule of Trust Committees	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees												
Council of Governors			X			X		Х				X
Annual Members Meeting <u>Board of Director Reports</u> Annual accounts; Any report of the auditor; Annual report; Forward planning information for the next fiscal year. <u>CoG Reports</u> Representative Membership; Membership Strategy; Proposed policy change re composition of the CoG.						x						
Remuneration and Nominations (For EDs)	x				х							
Quality & Risk Committee		X		х		X		Х		X		
Performance Committee	x	X	х	х	X	X	х	Х	х	X	х	х
Strategic Projects Committee	x	x	х	х	X	X	х	х	х	X	х	х
Audit Committee		X		Х			x			Х		x

Abbreviations

CEO	Chief Executive
DoF	Director of Finance
MD	Medical Director
DoN	Director of Nursing
CO0	Chief Operating Officer
DW&OD	Director of Workforce and OD
DD	Director of Digital
EDs	Executive Directors
TS	Trust Secretary