

AGENDA ITEM 6.i

Board Forward Planner Part I 2018-19

Agenda Item / Issue	Lead	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Standing agenda items Part I													
Introductions, Apologies, Declaration of Interest	Chair	x	x	x	x	x	x	x	x	x	x	x	x
Minutes, Matters Arising, Actions Update	Chair	x	x	x	x	x	x	x	x	x	x	x	x
CEO's Report	CEO	x	x	x	x	x	x	x	x	x	x	x	x
Patient Story	CN	x	x	x	x	x	x	x	x	x	x	x	x
Performance Committee Chair's Report	PC Chair	x	x	x	x	x	x	x	x	x	x	x	x
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/CN				x		x		x		x		x
Q&R Chair's Report	Q&R Chair			x		x		x		x		x	
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
Board Assurance Framework										x			x
Freedom to Speak Up Guardian's Report										x		x	
Guardian of Safe Working - Report					x			x			x		
Workforce	DW&OD	x	x	x	x	x	x	x	x	x	x	x	x
Matters for Action/Escalation	TS/EDs	x	x	x	x	x	x	x	x	x	x	x	x
Items for Board Forward Planner	TS	x	x	x	x	x	x	x	x	x	x	x	x
Any Other Business	ALL	x	x	x	x	x	x	x	x	x	x	x	x
Strategic Developments (Part I)													
Research Strategy								■			x		
Clinical Education Strategy							■			x			
Nursing Strategy									■				
Workforce Strategy													
Digital Strategy			x										
Trust Strategy/Five Year Plan									x				

Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts	CFO/CN		x										
Medical Revalidation Annual Report	MD						☐	x					
Board Self-Certifications <ul style="list-style-type: none"> General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence Corporate Governance Statement Training of Governors 	CFO/TS		x										
Consideration of Going Concern	CFO	x											
Gender Pay Audit & Action Plan									☐				
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				x									
NSTEACS (NSTEMI) Pathway						x							
GMC Survey results						x	☐						
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Presentations – Monthly Programme													
<ul style="list-style-type: none"> Information Governance(including GDPR) 				x									
<ul style="list-style-type: none"> The role of the unitary board 					x								
<ul style="list-style-type: none"> Emergency planning 						x							
<ul style="list-style-type: none"> Trustee training – Charitable funds 							☐						
<ul style="list-style-type: none"> Leadership – well led review 								x					
<ul style="list-style-type: none"> Safeguarding (MHA / DOLs) 									x				
<ul style="list-style-type: none"> Raising concerns / Whistleblowing 										x			
<ul style="list-style-type: none"> Infection prevention and control 											x		
<ul style="list-style-type: none"> Equality and Diversity 												x	
<ul style="list-style-type: none"> EoL care 													x

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 (as required)													
Council of Governors				x			x		x				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				x							
Quality & Risk Committee			x		x		x		x		x		
Performance Committee		x	x	x	x	x	x	x	x	x	x	x	x
Strategic Projects Committee		x	x	x	x	x	x	x	x	x	x	x	x
Audit Committee			x		x			x			x		x

Abbreviations

CEO	Chief Executive
CFO	Chief Finance Officer
MD	Medical Director
CN	Chief Nurse
COO	Chief Operating Officer
DW&OD	Director of Workforce and OD
DD	Director of Digital
EDs	Executive Directors
TS	Trust Secretary