

AGENDA ITEM 7i

Board Forward Planner Part I: 2019-20

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	Х	Х	Х	Х	Х	х	х	Х	Х	Х	х	Х
Minutes, Matters Arising, Actions Update	Chair	Х	Х	Х	Х	Х	х	Х	Х	Х	Х	Х	Х
Chair's Report & CEO's Report	Chair &CEO	Х	Х	Х	Х	Х	Х	х	Х	Х	Х	Х	Х
Patient Story	CN	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Performance Committee Chair's Report	PC Chair	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Integrated Performance Report (PIPR) Safe Effective Caring Responsive People Management and Culture Transformation Finance Research & Education Q&R Chair's Report Governance Combined Quality Report Quality and Risk Committee Minutes	EDs MD/CN Q&R Chair EDs	M12	M1	M2	М3 х	M4	M5	x x	M7	M8	M9	x x	M11
Audit Committee Minutes													
Board Assurance Framework	TS	X	X	X	X	X	X	X	X	Х	X	Х	X
Freedom to Speak Up Guardian's Report			Х			X			Х			X	
Guardian of Safe Working - Report					Х			х			Х		
Workforce	DW&OD	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Matters for Action/Escalation	TS/EDs	Х	Х	Х	Х	Х	Х	х	Х	Х	Х	Х	Х
Items for Board Forward Planner	TS	Х	Х	Х	Х	X	Х	X	Х	Х	Х	X	X
Any Other Business	ALL	X	X	Х	X	X	X	X	X	Х	X	Х	X
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 Quality Strategy Cambridge Cardiorespiratory Research Strategic Board			x	x	x		x	x	x x	x	x		x



Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts	CFO/CN		Х										
Medical Revalidation Annual Report	MD						Х						
Board Self-Certifications General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence Corporate Governance Statement Training of Governors	CFO/TS		х										
Consideration of Going Concern	CFO	Х											
Gender Pay Audit & Action Plan									Х				
Board Self-Assessment													Х
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						Х							
GMC Survey results							X						
Sustainable Development Management				X									
Plan (TBC)													
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Presentations – Monthly Programme													
CQC Fundamentals of Care		Х											
Infection prevention and control			Х										
Information Governance (including GDPR)				Х									
QI projects					Х								
Directors responsibilities/Trustee training – Charitable funds (extended session 1.5hrs?)						х							
							Х						
QI projects								Х					
•				1				1	Х				
Objects										Х			
QI projects											Х		
•												Х	
													X

Item moved from original planned date :



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