

## **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	EDs	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11
Research & Education	MD/CN				Х		х		Х		Х		Х
Q&R Chair's Report	Q&R Chair			Х		Х		Х		Х		Х	
Governance     Combined Quality Report     Quality and Risk Committee Minutes     Audit Committee Minutes	EDs	х	х	х	х	х	х	х	х	х	х	х	х
Board Assurance Framework	TS	Х	Х	х	Х	Х	Х	х	Х	Х	Х	Х	Х
Freedom to Speak Up Guardian's Report			х			х			х			х	
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	X	Х	X	X	X	X	Х	Х	Х	Х	х	X
Items for Board Forward Planner	TS	х	х	х	х	х	х	х	х	х	х	х	х
Any Other Business	ALL	х	х	х	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 Quality Strategy Cambridge Cardiorespiratory Research Strategic Board			x	х	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						
<ul> <li>Board Self-Certifications</li> <li>General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence</li> <li>Corporate Governance Statement</li> <li>Training of Governors</li> </ul>	CFO/TS		х										
Consideration of Going Concern	CFO	X											
Gender Pay Audit & Action Plan									Х				
Board Self-Assessment													X
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							X						
Sustainable Development Management				X									
Plan (TBC)													
<b>Board Learning Together Programme</b>		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Presentations – Monthly Programme													
CQC Fundamentals of Care (28.03.19)		Х											
(IPC Session Deferred)			-										
Information Governance (including GDPR)				Х									
QI projects					Х								
<ul> <li>Directors responsibilities/Trustee training – Charitable funds (extended session 1 hour)</li> </ul>						Х							
<ul> <li>Infection prevention and control</li> </ul>							Х						
QI projects								Х					
•									Х				
										Х			
QI projects											Х		
•												Х	
													Х

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			X			х		х				X
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				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			Х			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