

AGENDA ITEM 7i Board Forward Planner Part I: 2019-20

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 Interest	Chair	х	Х	x	х	Х	X	х	Х	X	X	x	x
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	x	х	х	х	х	х	х	х	х	x	х	х
Staff Story						х			х			х	
Performance Committee Chair's Report	PC Chair	x	х	х	х	х	х	х	х	х	x	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			x		X		х		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	TS	х	х	x	х	х	х	х	х	x	x	x	х
Freedom to Speak Up Guardian's Report			х			х			Х			х	
Guardian of Safe Working - Report					х			х			x		
Workforce	DW&OD	x	x	x	x	x	x	x	x	x	x	x	х
Matters for Action/Escalation	TS/EDs	x	x	x	x	x	x	x	х	x	x	x	х
Items for Board Forward Planner	TS	x	x	x	х	x	х	х	х	х	x	x	х
Any Other Business	ALL	x	х	х	х	х	х	х	х	х	x	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			x	x			x	x	x x	x	x		x

Royal Papworth Hospital NHS Foundation Trust

Agenda Item / Issue	Lead	Apr	Мау	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Cambridge Cardiorespiratory Research Strategic					х								
Board													

Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts	CFO/CN	1	X				1						
Medical Revalidation Annual Report	MD						x						1
 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		x										
Consideration of Going Concern	CFO	х											
Gender Pay Audit & Action Plan									X				
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						X							
GMC Survey results							x						
Sustainable Development Management Plan (TBC)				x									
Board Learning Together Programme		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)			-										1
Information Governance (including GDPR)				Х									
QI projects					х								
Directors responsibilities/Trustee training – Charitable funds (extended session 1 hour)						x							
Infection prevention and control							Х						
QI projects								Х					ļ!
•									Х				
										х			
QI projects											Х		
•												х	



						1
						i 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			х			х		X				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)	x				x							
Quality & Risk Committee		Х		х		X		Х		x		
Performance Committee	x	Х	Х	х	X	х	х	х	х	х	х	Х
Strategic Projects Committee	x	Х	Х	х	X	X	х	Х	x	x	Х	Х
Audit Committee		X		x			x			x		x

Abbreviations

CEO	Chief Executive
CFO	Chief Finance Officer
MD	Medical Director
CN	Chief Nurse
CO0	Chief Operating Officer
DW&OD	Director of Workforce and OD
DD	Director of Digital
EDs	Executive Directors
TS	Trust Secretary