

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
Staff Story						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				X		X		X		X		X
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	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	Х	Х	х	Х	Х	Х	Х	Х	Х	Х	Х	Х
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			x				x	х	x x	x	x		
Quality Strategy				x	<u> </u>	<u> </u>	х						x



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Cambridge Cardiorespiratory Research Strategic Board					х								

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	CFO/TS		Х										
General Condition 6 and Continuity of Services													
Condition 7 of the NHS Provider licence Corporate Governance Statement													
Training of Governors													
Consideration of Going Concern	CFO	х											1
Gender Pay Audit & Action Plan									Х				
Board Self-Assessment													х
Review of Committee Cycle & Dates							Х						
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				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 (28.03.19)		Х											
(IPC Session Deferred)			-										
Information Governance (including GDPR)				Х									
QI projects					Х								
Directors responsibilities/Trustee training – Charitable funds (extended session 1 hour)						Х							
Infection prevention and control							Х						
QI projects								Х					
•									Х				
										Х			
QI projects											Х		
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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				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.						х						
Remuneration and Nominations (For EDs)	х				X							
Quality & Risk Committee		Х		X		Х		Х		X		
Performance Committee	x	X	X	X	X	X	X	X	X	X	X	X
Strategic Projects Committee	x	X	X	X	X	X	Х	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