

## **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		Х
Q&R Chair's Report	Q&R Chair			Х		Х		Х		Х		Х	
<ul> <li>Governance</li> <li>Combined Quality Report</li> <li>Quality and Risk Committee Minutes</li> <li>Audit Committee Minutes</li> </ul>	EDs	х	х	х	х	х	х	х	х	х	х	х	х
Board Assurance Framework	TS	X	X	X	X	X	х	х	X	X	X	Х	X
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 Quality Strategy		•	x	x			x	x	x x	x	x		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     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	X											
Gender Pay Audit & Action Plan									X				
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				X									
NSTEACS (NSTEMI) Pathway						X							
GMC Survey results							X						
Sustainable Development Management Plan (TBC)				х									
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			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		Х		Х		х		
Performance Committee	X	X	х	X	X	X	X	Х	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