

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
Minutes, Matters Arising, Actions Update	Chair	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
Patient Story	CN	х	х	х	х	х	х	х	х	х		х	х
Staff Story					х		х		х				х
Performance Committee Chair's Report	PC Chair	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	M11	M12	M1	M2	M3	M4	M5	M6	M7		M9	M10
Research & Education	MD/CN					х	0		Х				Х
Q&R Chair's Report	Q&R Chair			х	х	х	Х	Х	Х	х		х	Х
Governance Board Assurance Framework Combined Quality Report Quality and Risk Committee Minutes Audit Committee Minutes	TS CN/MD Q&R Chair Audit Chair	X	X	X	x	x	X	X	x	X		X	X
Freedom to Speak Up Guardian's Report			х			х			Х			х	
Guardian of Safe Working - Report					х			Х					
Workforce	DW&OD	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
Items for Board Forward Planner	TS	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
Strategic Developments (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Research Strategy		•					•	х					-
Clinical Education Strategy						х	0						
Nursing Strategy													
Workforce Strategy									Х				
Digital Strategy			х							х			
Trust Strategy/Five Year Plan			1				Х		1	х			<u> </u>
Quality Strategy				х			Х						Х
Cambridge Cardiorespiratory Research Strategic Board					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		X										
Consideration of Going Concern	CFO	Х											
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				X									
NSTEACS (NSTEMI) Pathway						0							
GMC Survey results						X							
Sustainable Development Management Plan (TBC)				х									
7 day services Board Assurance						Х							
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
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							X						
QI projects								Х					
Cyber (extended training session) (1HR 15 MINS)									Х				
(Strategy Workshop)										Х			
QI projects													
•												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			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.						х						
Remuneration and Nominations (For EDs)	х				Х							
Quality & Risk Committee		х		х	х	Х	х	х	х	х	х	х
Performance Committee	х	х	х	х	х	х	х	Х	х	х	х	х
Strategic Projects Committee	х	х	х	х	х	х	х		х		х	
Audit Committee		х		х			х			х		х

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