

## 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	
Minutes, Matters Arising, Actions Update	Chair	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	
Patient Story	CN	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	
Integrated Performance Report (PIPR)	EDs	M11	M12	M1	M2	М3	M4	M5	M6	M7		М9	
• Safe													
Effective													
Caring													
Responsive													
People Management and Culture													
Transformation													
• Finance	MD/CN												
Research & Education						Х	0		Х				
Q&R Chair's Report	Q&R Chair			Х	Х	Х	Х	Х	Х	Х		Х	
Governance		Х	Х	Х	Х	Х	Х	Х	Х	Х		Х	
<ul> <li>Board Assurance Framework</li> </ul>	TS												
<ul> <li>Combined Quality Report</li> </ul>	CN/MD												
Quality and Risk Committee Minutes	Q&R Chair Audit Chair												
Audit Committee Minutes	Audit Chair												
Freedom to Speak Up Guardian's Report			Х			Х			Х			Х	
Guardian of Safe Working - Report					X			0				Х	
Workforce	DW&OD	Х	X	X	X	X	Х	Х	Х	X		Х	
Matters for Action/Escalation	TS/EDs	X	X	X	X	X	X	X	X	X		X	
Items for Board Forward Planner	TS	X	Х	Х	х	Х	X	X	X	Х		х	
Any Other Business	ALL	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							х			х			
Quality Strategy				х			х						
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	Х											
Gender Pay Audit & Action Plan									Х				
Board Self-Assessment													X
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						O							
GMC Survey results						X	O						
Sustainable Development Management Plan (TBC)				X									
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							Х						
QI projects								Х					
Cyber (extended training session) (1HR 15 MINS)									Х				
(Strategy Workshop)										Х			
QI projects												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		X	Х	Х	х	Х	Х	х	X	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