

Report to:	Trust Board, 28 th March 2013
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Title	Board Cycle of Business 2013/14
Sponsoring Executive Director	Director of Corporate Governance
Purpose	Board governance and assurance
Previously considered by	Executive Directors Feb 13

Executive Summary

Integrated Governance has been defined in the Integrated Governance Handbook as “systems, processes and behaviours by which Trusts lead, direct and control their functions in order to achieve organisational objectives, safety, quality and value for money of services, and in which they relate to patients, the wider community and partner organisations”.

A governance schedule informs the Board of the governance-related planned items to expect during the year and enables the Board to obtain assurances in relation to its governance. Additional items will be added to the presentation of the three-monthly schedule at each Board meeting as they arise.

Related SATH Objectives	SATH Sub-Objectives
Related to all SATH objectives	

Risk and Assurance Issues	Key component of Trust’s Assurance and Governance Framework
Legal and Regulatory Issues	Underpinned by corporate and clinical governance best practice guidance

Action required by Trust Board

The Trust Board is asked to **REVIEW** and **APPROVE** the proposed governance schedule for 2013/14

Business Cycle April 2013 to March 2014

Governance Schedule 2013/14	25 Apr 2013	30 May 2013	6 June 2013 Special	27 June 2013	25 July 2013	29 August 2013	12 September (AGM)
	Annual Losses & Comps and write offs (FD) Information Governance update 12/13 (FD) Annual Review of Hospitality register (DCG) Declarations of Interests of Board Report on use of Corporate Seal (DCG) Annual Review of Standing Orders and SFIs (FD) Risk Management Strategy DCG	NHS Patients Survey time frame April 12 to March 13 (DGS) Annual Security Report 2012/13 (DGC) Annual Infection Control Report (DQS and DIPC) Quality Accounts (DQS) Good Corporate Citizen (DCG) Annual Compliance Report (Donnelly) Draft Quality Account (DQS) Quality Improvement Strategy (DQS)	Quality Accounts 1 st draft (DQS) Adoption of Annual Accts & Mgt. Rep Letter (FD) Annual Report & Finance statement (FD) Annual Governance statement (DCG) Annual Audit committee report (DCG)	(DCG) Board Assurance Framework (DCG) Risk Register Safe Guarding Annual Report (DQS) Approve Quality Account sign off (DQS) Annual Inpatient survey (DQS) Board Assurance Framework (DCG)	R&D Report (MD) Equality and Diversity Annual Report & SES (DQS/WD) Annual Audit letter 2008/10 (FD) Audit Committee Report (DCG) Charitable Funds Report 2011/12 (FD) Quarterly Review of Strategic objectives (DBE) Annual report of Professional Education (MD & DQS)	None	Annual report & summary Financial Statement (NN) Annual Accounts 2012/2013 Annual review of Strategic objectives and direction plans for next 3-5 years (DBE)
	26 September 2013	31 October 2013	28 November 2013	December No meeting	30 January 2014	27 February 2014	27 March 2014
Sign off annual Audit letter for 2012/13 (FD) Annual Accountable Office Report on controlled drugs (CEO) Board Assurance Framework (DCG) Risk Register	Budget reforecast (DF)	Half-yearly review of Market Business Development issues and SWOT update (DBE) Quarterly Business Plan review (DBE) Report on use of Corporate Seal (DCG) Board Assurance Framework (DCG) Risk Register Dates of Boards meetings 2014/15		Annual Equality & Diversity Report (DQS)	(DCG) CIP Quality Impact assessment process (DQS) Board Assurance Framework and Risk Register (DCG) Annual Equality & Diversity Report (DQS)	CIP plan, Budget Proposal & Capital Plan including Medical Equipment 2014/145 (FD) Board Cycle of Business 2013/14 (DCG) – full year Operating Plan 2014/15 including Strategic objectives (DBE) Annual Staff Survey (WD) QIPP system plan (FD) CIP plan (FD)	