

Trust Board Business Forward Plan

PUBLIC SESSION

	30 April 2015 2pm, RSH	28 May 2015	4 June 2015 Special @ 1.00pm, RSH	25 June 2015 2pm, PRH
<b>Standing Items</b>	Chairs Award Patient Story Declaration of Interests list (DCG) CEO Update (CEO) Trust Performance Report & Monitor Licence Board self-certifications, inc. nurse staffing levels (CEO) Nursing & Midwifery Staffing Review (Monthly Update – DNQ in IPR) HR Policies (WD) Committee reports (Cttee Chairs)	<b>NO MEETING</b>	Annual Report 2014/15 Annual Governance Statement Adoption of Annual Accts & Approval of Mgt. Rep Letter Head of Internal Audit Opinion Audit Committee Annual Report Draft Quality Account 2014/15 (DNQ)	Chairs Award Patient Story Declaration of Interests list (DCG) CEO Update (CEO) Trust Performance Report & Monitor Licence Board self-certifications, inc. nurse staffing levels (CEO) Nursing & Midwifery Staffing Review (Monthly Update – DNQ in IPR) HR Policies (WD) Committee reports (Cttee Chairs) Future Fit update (DBE) Annual Quality Account 2014/15 sign-off (DNQ)
<b>Information Pack</b>	Draft Committee Minutes HR Policies		<b>2pm</b> Board & Care Groups Strategy Review Update	Draft Committee Minutes HR Policies
<b>Items Carried Forward from meetings</b>	End of Life Care/Dementia Update (2015.2/016 – DNQ) Proposed Budget – Capital Funding (2015.2/049 – FD)			
<b>Other</b>	Future Fit Programme Board update (DBE) Operating Plan 2015/16 (DBE) 2014/15 Operational Resilience Plan (COO) Annual Losses & Compensations & Write-offs (FD) Q4 Complaints Report (included in June Annual Reports) Employee Engagement Strategy (WD) Cross Border Health Services Update (CD) Monitor Well Led Framework (DCG)			Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ Safeguarding (DNQ)</li> <li>▪ Security Report (DCG)</li> <li>▪ Health, Safety &amp; Security (DCG)</li> <li>▪ Complaints (inc. Q4 report) (DNQ)</li> </ul> Charitable Funds Budget (FD) COC Intelligent Monitoring Report & Action Plan (DCG) Board Assurance Framework (CEO) People Strategy – Employee Engagement (WD – 2015.2/012) Single Equality Scheme & Annual Report (DNQ/WD) Inpatient Survey 2014/15 (DNQ)

NB: As Required – Operational Exception Flash Reports / Schedules for Tender / Annual Review Enabling Strategies

Updated 23/04/15

## The Shrewsbury and Telford Hospital NHS Trust – 2015/16

Business Cycle 2015/16	30 Apr 2015	28 May 2015	4 Jun 2015 (Special) 1pm	25 Jun 2015	30 Jul 2015	27 Aug 2015		
	FutureFit Programme Board Update (DBE)	NO MEETING		Annual Report 2014/15	Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ Safeguarding (DNQ)</li> <li>▪ Security Report (DCG)</li> <li>▪ Health, Safety &amp; Security (DCG)</li> <li>▪ Complaints (inc. Q4) (DNQ)</li> </ul>	NHS England – Hard Truths 6 monthly nurse staffing review & Monthly nurse staffing data (DNQ)	NO MEETING	
	Operating Plan 2015/16 (DBE)			Annual Governance Statement	Quality Account 2014/15 sign off (DNQ)	Consultant Revalidation Annual Report and Resource Requirements and approve Statement of Compliance		
	Operational Resilience Plan 2014/15 (COO)			Adoption of Annual Accts & Approval of Mgt. Rep Letter	CQC Intelligent Monitoring Report & Action Plan (DCG)	Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ IPC (DNQ)</li> <li>▪ Q&amp;S (DNQ)</li> </ul>		
	Annual Losses & Compensations & Write-offs (FD)			Head of Internal Audit Opinion	Board Assurance Framework (CEO)	Q1 Complaints Report (DNQ)		
	Employee Engagement Strategy (WD)			Audit Committee Annual Report	Single Equality Scheme & Annual Report (DNQ/WD)	FCHS Post Project Review (DBE)		
	Cross Border Health Services Update (CD)			Draft Quality Account 2014/15 (DNQ)	People Strategy – Employee Engagement (WD – 2015.2/012)			
	Monitor Well Led Framework (DCG)				Charitable Funds Budget (FD)			
	End of Life Care/Dementia Update (DNQ – 2015.2/016)				Inpatient Survey 2014/15 (DNQ)			
					* MSK Consortium Contract Proposal (DBE - 2015.1/014)			
24 Sept 2015	29 Oct 2015	26 Nov 2015	Dec 2014	28 Jan 2016	25 Feb 2016	24 Mar 2016		
Board Assurance Framework (CEO)	Annual Review of Standing Orders, SFIs & Scheme of Delegation (FD)	Board Assurance Framework (CEO)	NO MEETING	Review of Strategic Objectives progress Q3 (DBE)	FT Update (6-monthly) (DCG)	Board Assurance Framework (CEO)		
<b>Annual Reports 2014/15:</b> <ul style="list-style-type: none"> <li>▪ Integrated Education</li> </ul>	Q2 Complaints Report (DNQ)	Comm. ToR & dates of Board meetings 2016/17 (DCG)		CFC Annual Report & Accounts 2013/14) (FD)		Financial Strategy 2016/17		
CQC Inspection Action Plan Update (DNQ – 2015.2/029)	Mid-year Review 2015/16 against Strategic Priorities (DBE)	Report on Use of Corporate Seal (DCG)		Q3 Complaints Report (DNQ)		Board Cycle of Business 2016/17 (DCG) – full year		
CQC Intelligent Monitoring Report & Action Plan (DCG)	* Mortality & Clinical Outcomes Update (MD – 201.1/015)	Annual Report 2014/15: Breast Screening (COO)				CQC Intelligent Monitoring Report (DCG)		
Annual Report 2014/15 and Annual Accounts 2014/15 (CEO/FD)						Operating Plan 2016/17 & 2017/18 (DBE)		
Patient Experience Strategy (DNQ – 2015.2/007)						Annual Staff Survey (WD)		

The Shrewsbury and Telford Hospital NHS Trust – 2015/16

**STANDING AGENDA ITEMS:**

**PUBLIC** –

Declaration of Interests, Patient Story, Chair's Award, CEO Overview, FutureFit Update, Integrated Performance Report & Self Certification, NHS England incl. Hard Truths Monthly Nurse Staffing Data, HR Policies, Committee Reports.

**PRIVATE** – \*

High Risk Report, Workforce Issues, High-level Performance report, Remuneration Committee minutes/recommendations (when held)

15.04.15 V9