

# The Shrewsbury and Telford Hospital NHS Trust

## Trust Board Business Forward Plan PUBLIC SESSION

	25 June 2015 2pm, PRH	30 July 2015 2pm, RSH	27 August 2015	24 September 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) Future Fit update (DBE)	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)	NO MEETING	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)
<b>Information Pack</b>	Draft Committee Minutes HR Policies	Draft Committee Minutes HR Policies		Draft Committee Minutes HR Policies
<b>Items Carried Forward from meetings</b>	2015.2/012 - Staff Survey 2014 - Our Commitments (WD)  2015.2/074 - Trust's Winter Plan Update inc. FTT, Healthcare at Home (COO)  2015.2/076 – Employee Engagement Update (WD)	2015.2/032 – GP Engagement Strategy (DBE)  2015.2/071 – Operating Plan 2015/16 Q2 Update (DBE)		2015.2/071 – Operating Plan 2015/16 Q2 Update (DBE)
<b>Other</b>	Annual Quality Account 2014/15 sign-off (DNQ) CQC Intelligent Monitoring Report & Action Plan (DCG) Board Assurance Framework (CEO) Workforce Risks (WD / DNQ) Inpatient Survey 2014/15 (DNQ) NHS eProcurement Strategy (FD) Sustainable Procurement Strategy (FD) Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ Security Report (DCG)</li> <li>▪ Health, Safety &amp; Security (DCG)</li> <li>▪ Complaints (inc. Q4 report) (DNQ)</li> </ul>	FCHS Post Project Review (DBE) Single Equality Scheme & Annual Report (DNQ/WD) NHS England – Hard Truths 6 monthly nurse staffing review & Monthly nurse staffing data (DNQ) Consultant Revalidation Annual Report and Resource Requirements and approve Statement of Compliance (MD) Q1 Complaints Report (DNQ) Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ IPC (DNQ)</li> <li>▪ Q&amp;S (DNQ)</li> <li>▪ Safeguarding (DNQ)</li> </ul>		Trust Annual Report 2014/15 (CD) CQC Inspection Action Plan Update (DNQ – 2015.2/029) CQC Intelligent Monitoring Report & Action Plan (DCG) Board Assurance Framework (CEO) Patient Experience Strategy (2015.2/007 - DNQ) NHS eProcurement Strategy (FD) Annual Reports 2014/15: <ul style="list-style-type: none"> <li>▪ Integrated Education</li> </ul>

Updated 19/06/15

The Shrewsbury and Telford Hospital NHS Trust – 2015/16

	30 Apr 2015	28 May 2015	4 Jun 2015 (Special) 1pm	25 Jun 2015	30 Jul 2015	27 Aug 2015
<p><b>Business Cycle 2015/16</b></p>	<p>FutureFit Programme Board Update (DBE)</p> <p>Operating Plan 2015/16 (DBE)</p> <p>Operational Resilience Plan 2014/15 (COO)</p> <p>Annual Losses &amp; Compensations &amp; Write-offs (FD)</p> <p>Employee Engagement Strategy (WD)</p> <p>Cross Border Health Services Update (CD)</p> <p>Monitor Well Led Framework (DCG)</p> <p>End of Life Care/Dementia Update (DNQ – 2015.2/016)</p>	<p><b>NO MEETING</b></p>	<p>Annual Governance Statement</p> <p>Adoption of Annual Accts &amp; Approval of Mgt. Rep Letter</p> <p>Head of Internal Audit Opinion</p> <p>Audit Committee Annual Report</p> <p>Draft Quality Account 2014/15 (DNQ)</p>	<p>Future Fit Update (DBE)</p> <p>Annual Reports 2014/15:</p> <ul style="list-style-type: none"> <li>▪ Security Report (DCG)</li> <li>▪ Health, Safety &amp; Security (DCG)</li> <li>▪ Complaints (inc. Q4) (DNQ)</li> </ul> <p>Quality Account 2014/15 sign off (DNQ)</p> <p>CQC Intelligent Monitoring Report &amp; Action Plan (DCG)</p> <p>Board Assurance Framework (CEO)</p> <p>Inpatient Survey 2014/15 (DNQ)</p> <p>NHS eProcurement Strategy (FD)</p> <p>Sustainable Procurement Strategy (FD)</p> <p>Staff Survey 2014 – Our Commitments (WD – 2015.2/012)</p> <p>Trust's Winter Plan Update (COO – 2015.2/074)</p> <p>Workforce Risks (WD/DNQ)</p>	<p>NHS England – Hard Truths 6 monthly nurse staffing review &amp; Monthly nurse staffing data (DNQ)</p> <p>Consultant Revalidation Annual Report and Resource Requirements and approve Statement of Compliance (MD)</p> <p>Annual Reports 2014/15:</p> <ul style="list-style-type: none"> <li>▪ IPC (DNQ)</li> <li>▪ Q&amp;S(DNQ)</li> <li>▪ Safeguarding (DNQ)</li> </ul> <p>Q1 Complaints Report (DNQ)</p> <p>FCHS Post Project Review (DBE)</p> <p>Operating Plan 2015/16 Q2 Update (2015.2/071 – DBE)</p> <p>GP Engagement Strategy (DBE – 2015.2/032)</p> <p>Single Equality Scheme &amp; Annual Report (DNQ/WD)</p>	<p><b>NO MEETING</b></p>

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

	24 Sept 2015	29 Oct 2015	26 Nov 2015	Dec 2014	28 Jan 2016	25 Feb 2016	24 Mar 2016
	Trust Annual Report 2014/15 (CD)  Board Assurance Framework (CEO)  <b>Annual Reports 2014/15:</b> ▪ Integrated Education  CQC Inspection Action Plan Update (DNQ – 2015.2/029)  CQC Intelligent Monitoring Report & Action Plan (DCG)  Annual Report 2014/15 and Annual Accounts 2014/15 (CEO/FD)  NHS eProcurement Strategy (FD)  Patient Experience Strategy (2015.2/007 - DNQ)  VTE Update (2015.2/072 – MD)	Annual Review of Standing Orders, SFIs & Scheme of Delegation (FD)  Q2 Complaints Report (DNQ)  Mid-year Review 2015/16 against Strategic Priorities (DBE)  Operating Plan 2015/16 Q3 Update (2015.2/071 - DBE)	Board Assurance Framework (CEO)  Comm. ToR & dates of Board meetings 2016/17 (DCG)  Report on Use of Corporate Seal (DCG)  Annual Report 2014/15: Breast Screening (COO)  *Charitable Funds Budget (FD)	<b>NO MEETING</b>	Review of Strategic Objectives progress Q3 (DBE)  CFC Annual Report & Accounts 2013/14 (FD)  Q3 Complaints Report (DNQ)	FT Update (6-monthly) (DCG)	Board Assurance Framework (CEO)  Financial Strategy 2016/17  Board Cycle of Business 2016/17 (DCG) – full year  CQC Intelligent Monitoring Report (DCG)  Operating Plan 2016/17 & 2017/18 (DBE)  Annual Staff Survey (WD)

### **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)