

## Draft proposal for Trust Board Schedule of Business 2016

28 Jan 2016, PRH BOARD MEETING	25 Feb 2016, RSH BOARD DEVELOPMENT SESSION	31 Mar 2016, RSH BOARD MEETING	28 Apr 2016, PRH BOARD MEETING	26 May 2016, RSH BOARD DEVELOPMENT SESSION	2 Jun 2016, RSH SPECIAL BOARD MEETING (Accounts)
<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Q3 Business Plan review</li> <li>▪ Charitable Funds Annual Report/Accounts</li> <li>▪ Q3 Complaints update</li> </ul>	<p>AM - Values Based Recruitment</p> <p>PM - Deep Dives</p> <ul style="list-style-type: none"> <li>• Oncology &amp; Haematology</li> <li>• Gynaecology Update</li> </ul> <p><b>Strategic Review</b> Finalise 2 year operating/ business plan objectives</p>	<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Draft Operating Plan 2016/17</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Financial Strategy</li> <li>▪ Board Assurance Framework</li> <li>▪ NHS England 6-monthly nurse staffing review</li> <li>▪ Annual review SFIs and Standing Orders</li> <li>▪ Cycle of Business</li> <li>▪ Annual Staff Survey</li> </ul>	<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Yr-end Business Plan Review</li> <li>▪ Operating Plan16/17</li> <li>▪ Annual losses &amp; compensations write-offs</li> <li>▪ CQC Staff Survey</li> <li>▪ Use of Corporate seal</li> </ul>	<p>AM- STRATEGY WORKSHOPS WITH CARE GROUPS:</p> <p>WHERE ARE WE NOW? Review /Update</p> <p>PM - Deep Dives</p> <ul style="list-style-type: none"> <li>• Head &amp; Neck</li> <li>• General Surgery</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Governance Statement</li> <li>▪ Adoption of Annual Accts &amp; Approval of Mgt. Rep Letter</li> <li>▪ Head of Internal Audit Opinion</li> <li>▪ Draft Quality Account</li> <li>▪ Annual Report</li> <li>▪ Audit Committee Annual Report</li> </ul>

30 Jun 2016, PRH BOARD MEETING	28 Jul 2016, RSH BOARD DEVELOPMENT SESSION	(August meeting) 1 Sep 2016 NO MEETING PLANNED	29 Sept 2016, PRH BOARD MEETING	27 Oct 2016, RSH BOARD DEVELOPMENT SESSION	(November Meeting) 1 Dec 2016, PRH BOARD MEETING	15 Dec 2016, RSH BOARD DEVELOPMENT SESSION
<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Quality account</li> <li>▪ Board Assurance Framework</li> <li>▪ CQC Inpatient survey</li> <li>▪ Senior doctors revalidation statement</li> <li>▪ Annual reports – H&amp;S, Security, Complaints</li> <li>▪ Estates statutory update</li> <li>▪ Q1 complaints report</li> </ul>	<p>AM - STRATEGY WORKSHOPS WITH CARE GROUPS :</p> <p>WHERE DO WE WANT TO BE ? Horizon scanning</p> <p>PM - Deep Dives</p>		<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Annual Reports – IP&amp;C, Q&amp;S, Safeguarding, integrated Education, R&amp;D</li> <li>▪ Mid-yr Business Plan Review</li> <li>▪ NHS England 6-monthly nurse staffing review</li> <li>▪ Board Assurance Framework</li> </ul> <p>AGM Annual report &amp; Accounts</p>	<p>AM Well Led Framework - Progress Update</p> <p><b>Business Planning</b></p> <ul style="list-style-type: none"> <li>▪ Review of Vision and Strategic Priorities</li> <li>▪ Horizon Scanning</li> </ul> <p>PM - Deep Dives</p>	<p><b>Private Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> </ul> <p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>▪ Standing items</li> <li>▪ Q2 Complaints update</li> <li>▪ Charitable Funds Budget</li> <li>▪ Committee review &amp; Meeting dates</li> <li>▪ Use of Corporate Seal</li> <li>▪ Annual Single Equality Scheme update (via workforce committee)</li> </ul>	<p>AM - STRATEGY WORKSHOPS WITH CARE GROUPS:</p> <p>HOW DO WE GET THERE?</p> <ul style="list-style-type: none"> <li>▪ Market analysis</li> <li>▪ SWOT</li> <li>▪ LTFM</li> <li>▪ Risk review and downside planning</li> </ul> <p>PM – Deep Dives</p>

**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. Information Pack

**PRIVATE – \***

Chief Exec overview, High Risk Report, Workforce Issues, High-level Performance report (4-legged stool), Remuneration Committee minutes/recommendations (when held)

## The Shrewsbury and Telford Hospital NHS Trust

### (1) FORMAL TRUST BOARD MEETINGS IN PUBLIC 2016

<b>BOARD DATES (Thurs)</b>	<b>TIME</b>	<b>VENUES</b>	<b>Deadline for papers</b>
28 January 2016	09.30-17.30	<i>09.30 NED Pre-meet Room B, PRH</i> 10.00 Board Meeting Lecture Theatre, PRH	Wed 20 Jan
25 February	09.30-17.30	Board Development Session, Seminar 1&2, SECC, RSH	Wed 17 Feb
31 March	09.30-17.30	<i>09.30 NED Pre-meet Syndicate 1, SECC, RSH</i> 10.00 Board Meeting Seminar 1&2, SECC, RSH	Wed 23 March
28 April	09.30-17.30	<i>09.30 NED Pre-meet Room B, PRH</i> 10.00 Board Meeting Lecture Theatre, PRH	Wed 20 April
26 May	09.30-17.30	Board Development Session, Seminar 1&2, SECC, RSH	Wed 18 May
2 June (Special for Accounts)	13.00-15.00	Seminar 1&2, SECC, RSH	Wed 25 May
30 June	09.30-17.30	<i>09.30 NED Pre-meet Room B, PRH</i> 10.00 Board Meeting Lecture Theatre, PRH	Wed 22 June
28 July	09.30-17.30	Board Development Session, Seminar 1&2, SECC, RSH	Wed 20 July
<b>September</b>	<b>NO MEETING PLANNED</b>		
29 September	09.30-17.30	<i>09.30 NED Pre-meet Room B, PRH</i> 10.00 Board Meeting Lecture Theatre, PRH	Wed 21 Sept
27 October	09.30-17.30	Board Development Session, Seminar 1&2, SECC, RSH	Wed 19 Oct
1 December	09.30-17.30	<i>09.30 NED Pre-meet Room B, PRH</i> 10.00 Board Meeting Lecture Theatre, PRH	Wed 23 Nov
15 December	09.30-17.30	Board Development Session, Seminar 5, SECC, RSH	Wed 7 Dec

**(2) BOARD DEVELOPMENT DAYS 2016 (WHERE SCHEDULED)  
(BOARD MEMBERS ONLY)**

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**(3) REMUNERATION COMMITTEE 2016  
(NON EXECUTIVES, CEO & WD ONLY)  
TO FOLLOW TRUST BOARD MEETINGS (IF REQUIRED)**

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**(4) FINANCE COMMITTEE MEETINGS 2016  
(inc Charitable Funds combined)**

<b>DATES (Tues)</b>	<b>TIME</b>	<b>VENUES</b>	<b>Deadline for submission of papers</b>
Tuesday 26 Jan 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 15 Jan
Tuesday 23 Feb 2016 (inc Charitable Funds)	1.30 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 13 Feb
Tuesday 29 Mar 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 18 Mar
Tuesday 26 Apr 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 15 Apr
Tuesday 24 May 2016 (inc Charitable Funds)	1.30 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 13 May
Tuesday 28 Jun 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 10 Jun
Tuesday 26 Jul 2016 (inc Charitable Funds)	1.30 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 15 July
<b>August</b>	<b>No Meeting</b>		
Tuesday 27 Sep 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 16 Sep
Tuesday 25 Oct 2016 (inc Charitable Funds)	1.30 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 14 Oct
Tuesday 29 Nov 2016	2.00 pm	3 <sup>rd</sup> floor Board Room, Stretton House	Fri 18 Nov
<b>December</b>	<b>No Meeting</b>		

### (5) CLINICAL QUALITY & SAFETY COMMITTEE 2016

DATE	TIME	VENUE	PAPERS DEADLINE
19 January 2016	3.00 – 5.00pm	Ground Floor Mtg Room, Stretton House, RSH	Mon 11 Jan
18 February	NO MEETING		
24 March	3.00 – 5.00pm	Ground Floor Mtg Room, Stretton House, RSH	Mon 14 Mar
20 April	3.00 – 5.00pm	Lecture Theatre, Education Centre, PRH	Mon 11 Apr
19 May	NO MEETING		
23 June	3.00 – 5.00pm	Room A, Education Centre, PRH	Mon 13 Jun
20 July	3.00 – 5.00pm	Ground Floor Mtg Room, Stretton House, RSH	Mon 11 Jul
18 August	NO MEETING		
21 September	3.00 – 5.00pm	Ground Floor Mtg Room, Stretton House, RSH	Mon 12 Sept
19 October	3.00 – 5.00pm	Room G, Education Centre, PRH	Mon 10 Oct
November	NO MEETING		
22 December	3.00 – 5.00pm	Room A, Education Centre, PRH	Mon 12 Dec

### (6) AUDIT COMMITTEE MEETINGS 2016

DATE (Thurs)	TIME	VENUE
4 February 2016	9.30am	Syndicate 7, SECC, RSH
14 April	9.30am	Syndicate 9, SECC, RSH
5 May (Trust Members only)	9.30am	Syndicate 5, SECC, RSH
2 June	9.30am	Syndicate 9, SECC, RSH
15 September	9.30am	Syndicate 9, SECC, RSH
8 December	9.30am	Syndicate 9, SECC, RSH

**(7) CORPORATE TRUSTEES COMMITTEE 2016**  
(as and when required)

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
30 June 2016	After TB	Lecture Theatre, PRH	Wed 22 Jun
1 December	After TB	Lecture Theatre, PRH	Wed 23 Nov

**(8) RISK COMMITTEE 2016**

<b>DATE (Thurs)</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
18 Feb 2016	9.00 – 11.00am	Ground Floor Meeting Room, Stretton House, RSH	Tues 9 Feb
19 May	9.00 – 11.00am	Ground Floor Meeting Room, Stretton House, RSH	Tues 10 May
18 Aug	9.00 – 11.00am	Ground Floor Meeting Room, Stretton House, RSH	Tues 9 Aug
17 Nov	9.00 – 11.00am	Ground Floor Meeting Room, Stretton House, RSH	Tues 8 Nov

## (9) CAPITAL PLANNING GROUP – 2016

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
Tuesday 12 Jan 2016	2.00 pm	Ground floor meeting room, Stretton House	Tues 5 Jan
Tuesday 9 February	2.00 pm	Ground floor meeting room, Stretton House	Tues 2 Feb
Tuesday 15 March	2.00 pm	Ground floor meeting room, Stretton House	Tues 8 March
<b>APRIL - No Meeting</b>			
<b>MAY - No Meeting</b>			
Tuesday 14 June	2.00 pm	Ground floor meeting room, Stretton House	Tues 7 June
Tuesday 12 July	2.00 pm	Ground floor meeting room, Stretton House	Tues 5 July
<b>AUGUST – No Meeting</b>			
Tuesday 13 September	2.00 pm	Ground floor meeting room, Stretton House	Tues 6 Sept
Tuesday 11 October	2.00 pm	Ground floor meeting room, Stretton House	Tues 4 Oct
Tuesday 8 November	2.00 pm	Ground floor meeting room, Stretton House	Tues 1 Nov
Tuesday 6 December	2.00 pm	Ground floor meeting room, Stretton House	Tues 29 Nov

## (10) WORKFORCE COMMITTEE – 2016

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
<b>Mon 18 January</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House, RSH	<b>8 Jan</b>
<b>Fri 12 February</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>4 Feb</b>
<b>Fri 11 March</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>2 Mar</b>
<b>Fri 8 April</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>31 Mar</b>
<b>Fri 13 May</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>5 May</b>
<b>Fri 10 June</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>2 Jun</b>
<b>Fri 8 July</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>30 Jun</b>
<b>Fri 12 August</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>4 Aug</b>
<b>Fri 9 September</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>1 Sept</b>
<b>Fri 14 October</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>6 Oct</b>
<b>Fri 11 November</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>3 Nov</b>
<b>Fri 9 December</b>	9.00 – 11.00 am	Ground Floor Meeting Room, Stretton House	<b>1 Dec</b>

**(11) HOSPITAL EXECUTIVE COMMITTEE – 2016**

<b>DATE (Tues)</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
26 January	9.30am – 11.00am	Seminar Room 1, SECC, RSH	15 Jan
23 February	9.30am – 11.00am	Room C, Education Centre, PRH	12 Feb
29 March	9.30am – 11.00am	Seminar Room 5, SECC, RSH	11 Mar
26 April	9.00am – 11.00am	Room C, Education Centre, PRH	15 Apr
24 May	9.00am – 11.00am	Seminar Room 1, SECC, RSH	13 May
28 June	9.00am – 11.00am	Room C, Education Centre, PRH	17 Jun
26 July	9.00am – 11.00am	Seminar Room 5, SECC, RSH	15 Jul
23 August	9.00am – 11.00am	Room C, Education Centre, PRH	12 Aug
27 September	9.00am – 11.00am	Seminar Room 1, SECC, RSH	16 Sept
25 October	9.00am – 11.00am	Room C, Education Centre, PRH	14 Oct
29 November	9.00am – 11.00am	Seminar Room 5, SECC, RSH	18 Nov
20 December	9.00am – 11.00am	Room C, Education Centre, PRH	9 Dec



## (12) HEC DEVELOPMENT DAYS – 2016

DATE	TIME	VENUE
12 January	9.30am – 11.00pm	Room C, Education Centre, PRH
9 February	9.30am – 11.00pm	Seminar Room 1, SECC RSH
15 March	9.30am – 11.00pm	Room C, Education Centre, PRH
12 April	9.00am – 11.00pm	Seminar Room 1, SECC RSH
10 May	9.00am – 11.00pm	Room C, Education Centre, PRH
14 June	9.00am – 11.00pm	Seminar Room 1, SECC RSH
12 July	9.00am – 11.00pm	Room C, Education Centre, PRH
9 August	9.00am – 11.00pm	Seminar Room 1, SECC RSH
<i>13 September</i>	<i>9.00am – 11.00pm</i>	<i>No meeting</i>
11 October	9.00am – 11.00pm	Seminar Room 1, SECC RSH
8 November	9.00am – 11.00pm	Room C, Education Centre, PRH
6 December	9.00am – 11.00pm	Seminar Room 1, SECC RSH

**(13) OPERATIONAL RISK GROUP – 2016**

<b>DATE (First Tues)</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>
<b>January 16</b>	<b>NO MEETING</b>		
<b>2 February</b>	<b>9am – 11am</b>	<b>Seminar Room 5 SECC, RSH</b>	<b>25th Jan 2016</b>
<b>1 March</b>	<b>9am – 11am</b>	<b>Seminar Room 1 SECC, RSH</b>	<b>22nd Feb</b>
<b>5 April</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>28th Mar</b>
<b>3 May</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>28th Apr</b>
<b>7 June</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>30th May</b>
<b>5 July</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>27th Jun</b>
<b>2 August</b>	<b>9am – 11am</b>	<b>TBC</b>	<b>25th Jul</b>
<b>6 September</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>29th Aug</b>
<b>4 October</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>26th Sept</b>
<b>1 November</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>24th Oct</b>
<b>6 December</b>	<b>9am – 11am</b>	<b>Seminar Room 2 SECC, RSH</b>	<b>28th Nov</b>



<b>DATE (* tbc)</b>	<b>TIME</b>	<b>VENUE</b>	<b>Deadline for papers</b>

**(15) EXECUTIVE DIRECTORS – AWAY DAYS 2016 - TBC**

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
	9.00am–5.00pm	
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