

**THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST
ANNUAL GOVERNANCE SCHEDULE 2011-12**

	31 Mar 2011	28 Apr	26 May	9 Jun @ 5pm following Audit Comm.	30 Jun	28 Jul	25 Aug	15 Sep AGM	29 Sep	27 Oct	24 Nov	Jan 2012	Feb 2012
Quality & safety	QIPP System Plan (DG) Patient Safety Strategy timescales (VM)	Patient Experience & Matron's Report (VM) Quality report (which will include patient experience)	NHS Patient Survey 2010 (VM) Quality report (including Handling of Complaints) 10/11 (VM) Quality Accounts –first draft(VM) Annual Infection Control report		Safe-guarding Annual Report (VM) Quality account-sign off (VM)	Quarter 1 Infection Control and Cleanliness report (VM/ PO) R&D Report (AF)				Patient Experience & Matron's Report (VM)		Review draft annual plan and budget	
Performance & governance	Approve outline budget & Capital Plan 2011/12 (DG) CIP Plan (DG) Annual Gov. Schedule 2011/12 (JC)	Approve revenue and capital budgets Annual write-offs report to Board (NN)	Board Assurance Framework (JC) NHS Staff Survey 2010 Security Report (JC) Adoption of Annual Accounts and Mgt. Representation Letter (NN) Annual Report & Financial Statement (NN) Statement of Internal Control (JC)	To approve final full accounts (after KPMG audit)	Corporate Risk Register (JC)	Equality & Diversity Annual Report & SES (JC) Annual Audit Letter 2008/09 (NN) Annual Report & Summary Financial Statement (NN) Audit Committee Annual report (JC) Risk Mgt (JC) Charit. Funds Report & Accounts 2010/11 (NN)			Board Assurance Framework (JC) Good Corporate Citizen (JC)	Budget reforecast (NN) Sign off Annual Audit letter (NN)		Board Assurance Framework (JC) Annual Review of Standing Orders (NN)	

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Strategic development	Approve strategic objectives (DV)	Strategic Emerg. & Business Continuity Plan (TC)	Risk Mgt Strategy (JC)		Review Marketing Strategy (DV)	Quarterly Review of Strategic Objectives (DV)				Quarterly Review of Strategic Objectives (DV)		Quarterly Review of Strategic Objectives (DV)	
Other		Report on use of Corporate Seal (JC) Declarations of Interest (JC)	Litigation Report (JC) Board self assessment (including review of committees) (JD)							Declaration of interests (JC) Report on use of Corporate Seal (JC)	Dates of Trust Board meetings 2012 (JD) Litigation Report (JC)		

Each month operational exception reports – finance, efficiency, clinical quality, access and targets, high risks, committee reports, staff exclusions