

<b>Reporting to:</b>	<b>Trust Board – 27 March 2014</b>
<b>Title</b>	Trust Board Business Cycle 2014/15
<b>Sponsoring Director</b>	Director of Corporate Governance
<b>Previously considered by</b>	Executive Directors - March
<b>Executive Summary</b>	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.
<b>Strategic Priorities</b> <input checked="" type="checkbox"/> Quality and Safety <input checked="" type="checkbox"/> Healthcare Standards <input checked="" type="checkbox"/> People and Innovation <input checked="" type="checkbox"/> Community and Partnership <input checked="" type="checkbox"/> Financial Strength	<b>Operational Objectives</b>
<b>Board Assurance Framework (BAF) Risks</b>	<input checked="" type="checkbox"/> Deliver Safe Care or patients may suffer avoidable harm and poor clinical outcomes and experience <input checked="" type="checkbox"/> Implement our falls prevention strategy to help prevent patients suffering serious injury <input checked="" type="checkbox"/> Achieve safe and efficient Patient Flow or we will fail the national quality and performance standards <input checked="" type="checkbox"/> Clear Clinical Service Vision or we may not deliver the best services to patients <input checked="" type="checkbox"/> Good levels of Staff Engagement to get a culture of continuous improvement or staff morale and patient outcomes may not improve <input checked="" type="checkbox"/> Resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position
<b>Care Quality Commission (CQC) Domains</b> <input checked="" type="checkbox"/> Safe <input checked="" type="checkbox"/> Effective <input checked="" type="checkbox"/> Caring <input checked="" type="checkbox"/> Responsive <input checked="" type="checkbox"/> Well led	<b>Outcomes</b> <input checked="" type="checkbox"/> Safe <input checked="" type="checkbox"/> Effective <input checked="" type="checkbox"/> Caring <input checked="" type="checkbox"/> Responsive <input checked="" type="checkbox"/> Well led
<input type="checkbox"/> Receive <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Note <input type="checkbox"/> Approve	<b>Recommendation</b> To review the Business Cycle for 2014/15.

Business Cycle 2014/15	1 May 2014	29 May 2014	5 Jun 2014 (Special)	26 Jun 2014	31 Jul 2014	28 Aug 2014	11 Sept 2014 (AGM)
	Draft Quality Account 2013/14 (ADNQ)  Information Governance Toolkit report 2013/14 (FD)  Risk Management Strategy (DCG)  Sustainable Development Strategy (DCG)  National Patient Survey 2013 (ADNQ)  Report on use of Corporate Seal (DCG)  Annual Losses & Compensations and write offs (FD)  Q4 (Jan-Mar 2014) Complaints report (ADNQ)	Quality Account 2014/15 sign off (ADNQ)  Board Assurance Framework (CEO)  FT Update (DCG)  Charitable Funds budget (FD)	Adoption of Annual Accts & Approval of Mgt. Rep Letter (FD)  Head of Internal Audit Opinion  Audit Committee Annual Report (AC Chair)  Annual Governance Statement (DCG)	Annual Report & Finance Statements 2013/14 (FD)  FINAL Five year Business Plan (DBE)  CQC Intelligent Monitoring Report (DCG)  <b>Annual Reports</b> <ul style="list-style-type: none"> <li>▪ Infection Control 2013/14 (DQS/DIPC)</li> <li>▪ Safeguarding 2013/14 (ADNQ)</li> <li>▪ Security Report 2013/14 (DGC)</li> <li>▪ Q&amp;S Committee (ADNQ)</li> </ul>	Quarterly Review of Strategic objectives (DBE)  Annual Review of Standing Orders, SFIs and Scheme of Delegation (FD)  Q1 (Apr-Jun 2014) Complaints Report (ADNQ)	HOLD	Annual Report 2013/14 and Annual Accounts 2013/14 (CEO/FD)
25 Sept 2014	30 Oct 2014	27 Nov 2014	Dec – NO MEETING	29 Jan 2015	26 Feb 2015	26 Mar 2015	
Sign off Annual Audit letter for 2013/14 (FD)  Board Assurance Framework and Risk Register (CEO)  CQC Intelligent Monitoring Report (DCG)  <b>Annual Reports :</b> <ul style="list-style-type: none"> <li>▪ R&amp;D (MD)</li> <li>▪ Integrated Education (WD)</li> </ul> Strategic Debate on Winter Planning (CEO)	FT Update (DCG)  Review progress against delivery of 2014/15 strategic priorities (DBE)  Q2 Complaints Report (Jul-Sep 2014) ADNQ  Sustainable Development update (DCG)	Comm. ToR & dates of Board meetings (DCG)  Report on Use of Corporate Seal (DCG)  Date of meetings 2015/16		Board Assurance Framework and Risk Register (CEO)  CFC Annual Report & Accounts 2013/14 (FD)  Q3 (Oct-Dec 2014) Complaints Report (ADNQ)  CQC Intelligent Monitoring Report (DCG)		Financial Strategy 2015/16  Board Cycle of Business 2015/16 (DCG) – full year  CQC Intelligent Monitoring Report (DCG)  Operating Plan 2015/16 & 2016/17 (DBE)  Annual Staff Survey (WD)  Single Equality Scheme & Annual Report(DQS/WD)  Emergency Preparedness, Resilience & Response (COO)	

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STANDING AGENDA ITEMS

PUBLIC – Declaration of Interests, Patient Story, Chair’s award, CEO Overview, Integrated Performance Report & self certification, HR Policies, Committee reports

PRIVATE - High Risk Report, Employment issues