Shrewsbury and Telford Hospital NHS Trust Board – Public Meetings Cycle of Business

Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	Α	M	J	J	Α	S	0	N D
GENERAL BUSINESS													<u> </u>	
Chairman's Welcome and Apologies for	Each Meeting	NA	NA		Х	Х		Х		Х)	X	X
Absence	_													
Declaration of Conflicts of Interest	Each Meeting	Company Secretary	Company Secretary		Х	Х		Х		Χ				X
Minutes of the Previous Meeting	Each Meeting	NA	NA		Х	Χ		Х		Х				X
Action Log	Each Meeting	NA	NA		Х	Х		Х		Х				X
Matters Arising	Each Meeting	NA	NA		Х	Х		Х		Х)	X	X
Report from the Chairman	Each Meeting	Tbc	NA		Х	Х		Х		Х)		X
Report from the Chief Executive	Each Meeting	Tbc	Chief Executive		Х	Х		Х		Х)	X	X
Board Assurance Framework	Each Meeting	Director of Governance	Director of		Х	Х		Х		Χ)	X	X
	_		Governance											
QUALITY AND SAFETY						<u> </u>								
Patient Story	Each Meeting	Lead for Patient Experience	Chief Nurse		Х	Х		Х		Х			X	Х
Board Genba Walks – Bi-Annual Update	Bi Annual	Company Secretary	Chairman					X					X	^
Quality & Safety Assurance Committee	Each Meeting	Committee Chair	Lead Director		Х	Х		X		Χ				Х
Report	Lacifiviceting	Committee Chair	Lead Director		^	^		^		^			^	^
Quality Governance Report (inc in IPR when	Each Meeting	Head of Clinical Governance	Chief Nurse		Χ	Х		Х		Χ		,	X	Х
rolled out)	Lacin Meeting	Ticad of Climbal Governance	Office (Value		\ \ \	^				^			`	^
CQC Improvement Plan	Each Meeting	Tbc	Chief Nurse		Χ	Х		Х		Χ			X	Χ
Maternity Assurance Committee Report	Each Meeting	Committee Chair			Х	Χ		Х		Х			X	X
Maternity Improvement Plan	J													
NHSR CNST Maternity Incentive	Each Meeting	Director of Midwifery	Chief Nurse		Х	Х		Х		Х			χĺ	X
Scheme Update		,												
NHSR CNST Maternity Incentive	Annual	Director of Midwifery	Chief Nurse											V
Scheme Update														X
Patient Safety – Serious Incidents requiring	Each Meeting	Tbc	Chief Nurse		Х	Х		Х		Χ)	X	X
investigation														
IPC Annual Report	Annual	Lead Nurse for IPC	Chief Nurse			Х)	X	
Research & Innovation Annual Report	Annual	Tbc	Medical Director)	X	
Medicines Management/Controlled Drugs	Annual	Tbc	Medical Director)	X	
Annual Report														
Safeguarding Bi Annual Report	Bi Annual	Tbc	Chief Nurse			Х)	X	
(Safeguarding elements captured in IPR)														
Safeguarding Annual Report	Annual	Tbc	Chief Nurse)	X	
Patient Safety Walkround Annual Report	Annual	Tbc	Chief Nurse							Х				
Duty Of Candour Annual Report	Annual	Tbc	TBC										X	
Organ Donation Annual Report	Annual	Clinical Lead	Medical Director											Х
Complaints and PALS Quarterly Report	Quarterly	Head of Complaints	Chief Nurse		Х								X	

Complaints and PALS Report (inc in IPR when rolled out)	Annual	Head of Complaints	Chief Nurse							Х					
Infection Prevention & Control Quarterly Report	Quarterly	Lead Nurse for IPC	Chief Nurse			X							Х		
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	Α	M	J	J	Α	S	0	N	D
Infection Prevention & Control Annual Report	Annual	Lead Nurse for IPC	Chief Nurse										Х		
Learning from Deaths Report	Quarterly	Mortality Lead	Medical Director			Χ		Х		Х				X	
Legal Report	Each Meeting	Head of Legal	Medical Director		Х	Χ		Х		Х			Х	X	
Flu Vaccination Annual Self Assessment Report	Annual	Head of L&D	Workforce Director		Х										
Safer Staffing Report (inc in IPR when rolled out)	Bi-annual	Deputy Director of Nursing	Chief Nurse					Х						X	
Annual Report for Appraisal and Revalidation of Drs	Annual	Tbc	Medical Director							Х					
ACCOUNTABILITY & OPERATIONAL PERF															
Integrated Performance Report (when rolled out)	Each Meeting	TBC	Director of Strategy & Planning		Х	Х		Х		Х			Х	Х	
Finance & Performance Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		Х	Χ		Х		Х			Х	Х	
Sustainability Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		Х	Χ		Х		Х			Χ	Х	
Workforce Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		Х	Χ		Х		Х			Х	Х	
Emergency Department Assurance Committee Report	Each Meeting	Committee Chair	Lead Director												
COVID-19 Assurance Committee Report	Each Meeting	Committee Chair	Lead Director												
Breast Screening Annual Report	Annual	TBC	Medical Director										Χ		
Business Planning Update	Annual	TTBC				Χ									
7 Day Services Board Assurance Self Assessment	Bi Annual	AD for Medical	Medical Director					Х					Х		
Annual Emergency Planning Position	Annual	Emergency Planning Officer	Chief Operating Officer					Х							
Clinical Audit Annual Report	Annual	Clinical Audit Manager	Medical Director							Х					
Patient Experience Annual Report (Inpatient&Outpatient)	Annual	Tbc	Chief Nurse					Х							
PLACE Annual Report	Annual	Tbc	Dir of Corporate Services					Х							
Organ Donation Annual Report	Annual	Tbc	Medical Director											Х	
Breast Screening Annual Report	Annual	Tbc	Medical Director										Χ		
Estates Annual Report	Annual	AD of Estates	Dir of Corporate Services										Х		
Estates Quarterly Update (now goes to Sustainability or H&S with exceptions coming to the board (email JC 09/07/20)	Quarterly	AD of Estates	Dir of Corporate Services		X			X		X			X		

Good Corporate Citizen Report	Quarterly	Sustainability & Compliance Mgr	Dir of Corporate Services		Х			Х		Х				Х	
Health and Safety Annual Report	Annual	Health & Safety Team Manager	Chief Operating Officer									Х			
Workforce Plan	Annual	Tbc	Workforce Director							Х					
National Staff Survey	Annual	AD of Workforce	Workforce Director			Х									
Freedom to Speak Up Guardian Update	Bi Annual	Lead FTSU Guardian	Medical Director					Χ						Χ	
Freedom to Speak Up Guardian Annual Report	Annual	Lead FTSU Guardian	Medical Director		Х										
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	Α	M	J	J	Α	S	0	Ν	D
Workforce Race Equality & Disability Equality Scheme Reports	Annual	E&D Lead	Workforce Director										Х		
Guardian of Safe Working Update	Quarterly	GoSW Hours	Medical Director		Х			Χ					Х		
Guardian of Safe Working Annual Report	Annual	GoSW Hours	Medical Director											Χ	
Security Annual Report	Annual	Security Manager	Chief Operating Officer							Х					
STRATEGY & STRATEGIC PLANNING															
Annual Operational Plan	Annual	Executive Directors	Director of Strat & Plng			Х									
Winter Resilience Plan	Annual	Tbc	Chief Operating Officer										Х		
IM&T Strategy inc Digital Strategy (inc Data Security&IG Toolkit)	Annual	Tbc	Tbc										Х		
Strategic Objectives Progress	Annual	Tbc	Tbc							Х					
Communications and Engagement Strategy	Annual	Engagement Team	Dir of Corporate Services							Х					
Communications and Engagement Update	Annual	Engagement Team	Dir of Corporate Services		Х										
Community Engagement update (email from JC 09/07/20)	Quarterly	Director of Corporate Services		Х			Х			Х			Х		
The Good Corporate Citizens Annual Report (JC email 09/07/20)	Annual	Director of Corporate Services										X			
Public Involvement Strategy (JC email 09/07/20)															
People & Org Dev Strategy	Annual	Workforce Director	Workforce Director					Χ							
People & Org Dev Strategy Update	Bi Annual	Workforce Director	Workforce Director											Χ	
Estates Development Plan/Strategy	Annual	AD of Estates	Dir of Corporate Services							Х					
Nursing and Midwifery Strategy Update	Bi Annual	Director of Midwifery	Chief Nurse					Χ						Χ	
Quality Strategy	Annual	tbc	Director of Transformation										Х		

Quality Strategy Update	Bi Annual	Tbc	Chief Nurse/Medical Director					Х							
Clinical Strategy	Annual	Tbc	Tbc										Х		
Maternity Strategy	Annual	Director of Midwifery	Chief Nurse										Х		
Quality Strategy/Improvement Plan Strategy/Update (CQC)	Each Meeting	AD of Transformation & Strategy	Tbc		Х	Х		Х		Х			Х	Х	
Dementia Strategy Quarterly Report	Quarterly	Dementia Lead	Chief Nurse					Х		Х			Х		
Dementia Strategy Annual Review	Annual	Dementia Lead	Chief Nurse										Х		
Risk Management Strategy Review	Annual	Director of Governance	Director of Governance							Х					
RISK MANAGEMENT & ASSURANCE												<u> </u>			
Audit & Risk Assurance Committee Report	When Held	Committee Chair	Lead Director		Х			Х					Х		
Corporate Risk Register	Each Meeting	Director of Governance	Director of Governance		Х	Х		Х		Х			Х	Х	
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	Α	М	J	J	Α	S	0	N	D
GOVERNANCE															
Governance Report	Each Meeting	Company Secretary	Company Secretary		Х	Х		Х		Х			Х	Х	
Private Trust Board Information Report	Each Meeting	Company Secretary	Chairman		Х	Х		Х		Х			Χ	Х	
Review of SFIs, Standing Orders, Reserve of	Annual	Deputy FD	Director of					Х							
Powers			Governance												
Annual Report & Accounts, inc: Annual Report, Quality Account, Annual Accounts, Annual Governance Statement, HolA Opinion, Annual Sustainable Development Management Plan (Good Corporate Citizen)	Annual	Company Secretary	Company Secretary									X			
Annual Audit Letter	Annual	Director of Finance	Director of Finance										Χ		
NHS Provider Licence Self Certification	Annual	Director of Governance	Director of Governance					Х							
Use of the Seal	Quarterly	Company Secretary	Company Secretary					Х		Х				Х	
Charitable Funds Annual Report and Accounts (Board as Corporate Trustee)	Annual	Finance Director	Finance Director											Х	
Corporate Trustee/Charitable Funds Committee Report	When Held	Committee Chair	Lead Director		Х			Х					Х	Х	
Charitable Funds Annual Activity Report (Board as Corporate Trustee)	Annual	Strategic Engagement Manager	Director of Corporate Services											Х	
Board Performance & Effectiveness Annual Review/Report	Annual	Company Secretary	Chairman											Х	
Fin & Perf Ass Committee Annual Review & Effectiveness Report	Annual	Committee Chairman	Perf Committee Chairman										Х		
Quality & Safety Ass Comm Annual Review & Effectiveness Report	Annual	Committee Chairman	Q&S Committee Chairman										Х		

Sustainability Ass Comm Annual Review &	Annual	Committee Chairman	Sust Committee											Χ	
Effectiveness Report			Chairman												
Workforce Ass Committee Annual Review &	Annual	Committee Chairman	Wrkfce Committee							Х					
Effectiveness Report			Chairman												
Audit & Risk Ass Committee Annual Review	Annual	Committee Chairman	ARA Committee							X					
& Effectiveness Report			Chairman												
Corp Trustee/CharitFundsComm Annual Rev	Annual	Committee Chairman	Charit Funds Comm											Χ	
& EffectIveness Report			Chairman												
Remuneration Committee Annual Review &	Annual	Committee Chairman	Rem Comm											Χ	
Effectiveness Report			Chairman												
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	Α	M	J	J	Α	S	0	N	D
Report Item Remuneration Committee Report (when	Frequency Each Meeting	Report Author Committee Chairman	Rem Comm	J	F X	X	Α	X	J	X	Α	S	X	X	D
				J			Α	X	J		Α	S		X	D
Remuneration Committee Report (when			Rem Comm	J			Α	X	J		A	S		X	D
Remuneration Committee Report (when held)	Each Meeting	Committee Chairman	Rem Comm Chairman	J			Α	Х	J		A	S		X	D
Remuneration Committee Report (when held) Cycle of Business	Each Meeting	Committee Chairman	Rem Comm Chairman	J			A	Х	J		A	S		X	D
Remuneration Committee Report (when held) Cycle of Business FOR INFORMATION	Each Meeting Annual	Committee Chairman Company Secretary	Rem Comm Chairman Company Secretary	J	X	X	A	X	J	X	A	S	X	X	D
Remuneration Committee Report (when held) Cycle of Business FOR INFORMATION Any Other Business	Each Meeting Annual Each Meeting	Committee Chairman Company Secretary NA	Rem Comm Chairman Company Secretary	J	X	X	A	X	J	X	A	S	X	X	D

Colour Code

Reported from Finance & Performance Assurance Committee

Reported from Quality & Safety Assurance Committee

Reported from Sustainability Assurance Committee

Reported from Audit & Risk Assurance Committee

Reported from Workforce Assurance Committee

Reported from Corporate Trustee/Charitable Funds Committee