

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

Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	A	M	J	J	A	S	O	N	D
GENERAL BUSINESS															
Chairman's Welcome and Apologies for Absence	Each Meeting	NA	NA		X	X		X		X			X	X	
Declaration of Conflicts of Interest	Each Meeting	Company Secretary	Company Secretary		X	X		X		X			X	X	
Minutes of the Previous Meeting	Each Meeting	NA	NA		X	X		X		X			X	X	
Action Log	Each Meeting	NA	NA		X	X		X		X			X	X	
Matters Arising	Each Meeting	NA	NA		X	X		X		X			X	X	
Report from the Chairman	Each Meeting	Tbc	NA		X	X		X		X			X	X	
Report from the Chief Executive	Each Meeting	Tbc	Chief Executive		X	X		X		X			X	X	
Board Assurance Framework	Each Meeting	Director of Governance	Director of Governance		X	X		X		X			X	X	
QUALITY AND SAFETY															
Patient Story	Each Meeting	Lead for Patient Experience	Chief Nurse		X	X		X		X			X	X	
Board Genba Walks – Bi-Annual Update	Bi Annual	Company Secretary	Chairman					X					X		
Quality & Safety Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		X	X		X		X			X	X	
Quality Governance Report <i>(inc in IPR when rolled out)</i>	Each Meeting	Head of Clinical Governance	Chief Nurse		X	X		X		X			X	X	
CQC Improvement Plan	Each Meeting	Tbc	Chief Nurse		X	X		X		X			X	X	
Maternity Assurance Committee Report	Each Meeting	Committee Chair			X	X		X		X			X	X	
Maternity Improvement Plan	Each Meeting	Director of Midwifery	Chief Nurse		X	X		X		X			X	X	
<ul style="list-style-type: none"> NHSR CNST Maternity Incentive Scheme Update NHSR CNST Maternity Incentive Scheme Update 	Annual	Director of Midwifery	Chief Nurse											X	
Patient Safety – Serious Incidents requiring investigation	Each Meeting	Tbc	Chief Nurse		X	X		X		X			X	X	
IPC Annual Report	Annual	Lead Nurse for IPC	Chief Nurse			X							X		
Research & Innovation Annual Report	Annual	Tbc	Medical Director										X		
Medicines Management/Controlled Drugs Annual Report	Annual	Tbc	Medical Director										X		
Safeguarding Bi Annual Report <i>(Safeguarding elements captured in IPR)</i>	Bi Annual	Tbc	Chief Nurse			X							X		
Safeguarding Annual Report	Annual	Tbc	Chief Nurse										X		
Patient Safety Walkround Annual Report	Annual	Tbc	Chief Nurse							X					
Duty Of Candour Annual Report	Annual	Tbc	TBC										X		
Organ Donation Annual Report	Annual	Clinical Lead	Medical Director											X	
Complaints and PALS Quarterly Report	Quarterly	Head of Complaints	Chief Nurse		X								X		

Complaints and PALS Report (<i>inc in IPR when rolled out</i>)	Annual	Head of Complaints	Chief Nurse							X							
Infection Prevention & Control Quarterly Report	Quarterly	Lead Nurse for IPC	Chief Nurse			X										X	
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	A	M	J	J	A	S	O	N	D		
Infection Prevention & Control Annual Report	Annual	Lead Nurse for IPC	Chief Nurse													X	
Learning from Deaths Report	Quarterly	Mortality Lead	Medical Director			X		X		X							X
Legal Report	Each Meeting	Head of Legal	Medical Director		X	X		X		X						X	X
Flu Vaccination Annual Self Assessment Report	Annual	Head of L&D	Workforce Director		X												
Safer Staffing Report (<i>inc in IPR when rolled out</i>)	Bi-annual	Deputy Director of Nursing	Chief Nurse					X									X
Annual Report for Appraisal and Revalidation of Drs	Annual	Tbc	Medical Director							X							
ACCOUNTABILITY & OPERATIONAL PERFORMANCE																	
Integrated Performance Report (when rolled out)	Each Meeting	TBC	Director of Strategy & Planning		X	X		X		X						X	X
Finance & Performance Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		X	X		X		X						X	X
Sustainability Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		X	X		X		X						X	X
Workforce Assurance Committee Report	Each Meeting	Committee Chair	Lead Director		X	X		X		X						X	X
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													X	
Business Planning Update	Annual	TTBC				X											
7 Day Services Board Assurance Self Assessment	Bi Annual	AD for Medical	Medical Director					X								X	
Annual Emergency Planning Position	Annual	Emergency Planning Officer	Chief Operating Officer					X									
Clinical Audit Annual Report	Annual	Clinical Audit Manager	Medical Director							X							
Patient Experience Annual Report (Inpatient&Outpatient)	Annual	Tbc	Chief Nurse					X									
PLACE Annual Report	Annual	Tbc	Dir of Corporate Services					X									
Organ Donation Annual Report	Annual	Tbc	Medical Director														X
Breast Screening Annual Report	Annual	Tbc	Medical Director													X	
Estates Annual Report	Annual	AD of Estates	Dir of Corporate Services													X	
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	

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

Sustainability Ass Comm Annual Review & Effectiveness Report	Annual	Committee Chairman	Sust Committee Chairman													X	
Workforce Ass Committee Annual Review & Effectiveness Report	Annual	Committee Chairman	Wrkfce Committee Chairman							X							
Audit & Risk Ass Committee Annual Review & Effectiveness Report	Annual	Committee Chairman	ARA Committee Chairman							X							
Corp Trustee/CharitFundsComm Annual Rev & Effectiveness Report	Annual	Committee Chairman	Charit Funds Comm Chairman													X	
Remuneration Committee Annual Review & Effectiveness Report	Annual	Committee Chairman	Rem Comm Chairman													X	
Report Item	Frequency	Report Author	Executive Sponsor	J	F	M	A	M	J	J	A	S	O	N	D		
Remuneration Committee Report (when held)	Each Meeting	Committee Chairman	Rem Comm Chairman		X	X		X		X				X	X		
Cycle of Business	Annual	Company Secretary	Company Secretary					X									
FOR INFORMATION																	
Any Other Business	Each Meeting	NA	NA		X	X		X		X				X	X		
Open Forum – Questions from the Public	Each Meeting	NA	NA		X	X		X		X				X	X		
Board Performance and Reflection	Each Meeting	NA	Chairman		X	X		X		X				X	X		
Date and Time of Next Meeting	Each Meeting	NA	NA		X	X		X		X				X	X		

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