

## KHT PUBLIC BOARD FORWARD PLAN 2015 – 2016

MONTHS	Standing items	Quality and Performance	Strategy, Planning Policy and Implementation	Governance and Assurance	Information and approval/annual reports	Board Committee minutes/Chairs reports
<b>November 2015</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (DB)</li> <li>Quality and Safety (JW)</li> <li>Corporate Performance (ED)</li> <li>Finance (JF)</li> <li>Recovery Plan (JF)</li> <li>Q2 Workforce report (TR)</li> <li>Nursing, midwifery and care staffing establishment update (DB)</li> </ul>	<ul style="list-style-type: none"> <li>Proposed corporate objectives for 2016/17 (RB/KG)</li> <li>Update on fundraising (DB)</li> <li>Estates strategy update (JF)</li> <li>Membership engagement update</li> <li>Revision of the Patient and Public Involvement Strategy (DB)</li> </ul>	<ul style="list-style-type: none"> <li>Q2 Monitor return (SS)</li> <li>BAF (SS)</li> </ul>	<ul style="list-style-type: none"> <li>Use of the seal (SS)</li> </ul>	<ul style="list-style-type: none"> <li>FIC committee report (JF/MJ)</li> <li>QAC committee report (JB/CS)</li> <li>CFC report (JF/MJ)</li> <li>Workforce Committee (MG/TR)</li> </ul>
<b>January 2016</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (DB)</li> <li>Quality and Safety (JW)</li> <li>Corporate Performance (ED)</li> <li>Finance (JF)</li> <li>Recovery Plan (JF)</li> <li>Quarterly Workforce Report Q3 - (TR)</li> </ul>	<ul style="list-style-type: none"> <li>Quality Governance Framework (DB)</li> <li>Quality Account priorities (DB)</li> <li>Approval of Corporate Objectives for 2016/17 (KG/RB)</li> <li>Dementia strategy update (DB)</li> <li>Update on communications strategy (LW)</li> </ul>	<ul style="list-style-type: none"> <li>Risk Management Strategy annual approval (SS)</li> <li>Q3 Monitor return (SS)</li> <li>BAF (SS)</li> </ul>	<ul style="list-style-type: none"> <li>CFC Annual report and accounts</li> </ul>	<ul style="list-style-type: none"> <li>FIC committee report (JF/MJ)</li> <li>QAC committee report (JB/CS)</li> <li>Audit committee report (LC/JMC)</li> <li>CFC report (JF/MJ)</li> <li>Workforce Committee (MG/TR)</li> </ul>
<b>March 2016</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (DB)</li> <li>Quality and Safety (JW)</li> <li>Corporate Performance (ED)</li> <li>Finance (JF)</li> <li>Recovery Plan (JF)</li> <li>Staff survey results (TR)</li> </ul>	<ul style="list-style-type: none"> <li>Membership engagement update</li> <li>Sign off Annual Plan (RB)</li> <li>Draft Budgets for 2015/16 (JF)</li> <li>Full review of performance against Corporate Objectives (KG)</li> <li>Review of progress on the PPI Strategy (DB)</li> <li>Operating Plan for 2015/16 (RB)</li> <li>Sign off capital programme (JF)</li> </ul>	<ul style="list-style-type: none"> <li>CRR (KG)</li> <li>Annual review of SO's, SFI's and scheme of delegation (JF)</li> <li>Board Effectiveness review action plan (KG)</li> <li>BAF (SS)</li> </ul>	<ul style="list-style-type: none"> <li>Board forward plan (SS)</li> <li>Register of interests (SS)</li> <li>Board development plan for 2015/16 (SS)</li> <li>Use of the seal (SS)</li> </ul>	<ul style="list-style-type: none"> <li>FIC committee report (JF/MJ)</li> <li>QAC committee report (JB/CS)</li> <li>Audit committee report (LC/JMC)</li> <li>CFC report (JF/MJ)</li> <li>Workforce Committee (MG/TR)</li> </ul> <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> <li>Information Governance Committee Annual report (required) (JF)</li> </ul>