

KHT PUBLIC BOARD FORWARD PLAN 2016-17

MONTHS	Standing items	Quality and Performance	Strategy, Planning Policy and Implementation	Governance and Assurance	Information and approval/annual reports	Board Committee minutes/Chairs reports
March 2016	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) 	<ul style="list-style-type: none"> Membership engagement Draft Budgets for 2016-17 (JF) Approve Operating Plan for 2016-17 (RB) Full review of performance against Corporate Objectives (AR) Sign off capital programme (JF) Impact of Government funding change for nurse training (DB) Delegate approval of Q4 Monitor submission and budget sign off to FIC in April (JF) 	<ul style="list-style-type: none"> Board statements for approval (AR) Well Led review action plan (SS) BAF (SS) CRR (SS) 	<ul style="list-style-type: none"> Board forward plan (SS) Register of interests (SS) Board development plan for 2016/17 (SS) Use of the seal (SS) 	<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) Workforce Committee <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> Information Governance Committee Annual report (required) (JF)
May 2016	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) Nursing establishment (DB) Inpatient survey and patient experience action plan (DB) Quality account (DB) 	<ul style="list-style-type: none"> Dementia strategy (DB) IM&T progress (JKW) Budgets (JF) Infection prevention and control annual report (DB) 	<ul style="list-style-type: none"> Q4 submission to Monitor (SS) Annual report and accounts (JF) BAF (SS) 		<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) CFC (MJ) Workforce Committee
July 2016	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) 	<ul style="list-style-type: none"> Staff survey action plan (PH) PPI Strategy progress (DB) 	<ul style="list-style-type: none"> Q1 Monitor submission (SS) CRR (SS) BAF (SS) 	<ul style="list-style-type: none"> E & D annual report (PH) H & S annual report (SS/JF) Safeguarding adults annual report (DB) Safeguarding children annual report (DB) Information Governance annual report (JF) PALS, complaints, claims and incidents annual report (DB/SS) Organ donation annual report (JKW) 	<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) CFC (MJ) Workforce Committee <p>Approval of all Board committee terms of reference</p>

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September 2016	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) 	<ul style="list-style-type: none"> Volunteering update (DB) Raising Concerns (Whistleblowing) Policy (SS) 	<ul style="list-style-type: none"> BAF (SS) Annual review of SO's, SFI's and scheme of delegation (JF) 	<ul style="list-style-type: none"> Register of interest and code of conduct update (SS) Any updates to SOs and SFIs (JF) 	<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) Workforce Committee
November 2016	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) Nursing, midwifery and care staffing establishment update (DB) 	<ul style="list-style-type: none"> Proposed corporate objectives for 2017-18 (RB/AR) Fundraising progress report (DB) Estates strategy (JF) 	<ul style="list-style-type: none"> Q2 Monitor return (SS) BAF (SS) CRR (SS) Review committee structure (SS) 		<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) CFC (MJ) Workforce Committee
January 2017	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) 	<ul style="list-style-type: none"> Quality Governance Framework (DB) Quality Account priorities (DB) Approval of Corporate Objectives for 2017-18 (KG/RB) Dementia strategy progress (DB) Review of progress on the PPI Strategy (DB) 	<ul style="list-style-type: none"> Risk Management Strategy annual approval (SS) Q3 Monitor return (SS) BAF (SS) 	<ul style="list-style-type: none"> CFC Annual report and accounts 	<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) Workforce Committee
March 2017	<ul style="list-style-type: none"> Minutes Action log Chairman's report CEO report 	<ul style="list-style-type: none"> Patient Story (DB) Clinical Quality (JW) Operational Performance (ED) Workforce (PH) Finance (JF) Staff survey results (TR) 	<ul style="list-style-type: none"> Membership engagement Sign off Annual Plan (RB) Draft Budgets for 2017-18 (JF) Full review of performance against Corporate Objectives (AR) Operating Plan for 2017-18 (RB) Sign off capital programme (JF) 	<ul style="list-style-type: none"> Board statements for approval (AR) Annual review of SO's, SFI's and scheme of delegation (JF) Well Led review action plan (KG) BAF (SS) CRR (SS) 	<ul style="list-style-type: none"> Board forward plan (SS) Register of interests (SS) Board development plan for 2016-17 (SS) Use of the seal (SS) 	<ul style="list-style-type: none"> FIC committee (MJ) QAC committee (CS) Audit committee (JMC) CFC (MJ) Workforce Committee <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> Information Governance Committee Annual report (required) (JF)