

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
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) Inpatient survey and patient experience action plan (DB) 	<ul style="list-style-type: none"> Staff survey action plan (PH) PPI Strategy progress (DB) Apprenticeship levies (ARo/DB) Communication & Engagement Strategy (LW) 	<ul style="list-style-type: none"> Q1 Monitor submission (SS) CRR (SS) BAF (SS) Well Led review progress report (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) Use of the seal (SS) 	<ul style="list-style-type: none"> FIC committee (MG) QAC committee (CS) CFC (JMC) Workforce Committee (SH) <p>Approval of all Board committee terms of reference</p>
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) (+ medical appraisal appendix - JKW) 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 (MG) QAC committee (CS) Audit committee (JMC) Workforce Committee (SH)
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"> Use of the seal (SS) 	<ul style="list-style-type: none"> Audit committee (JMC) Workforce Committee FIC committee (MG) QAC committee (CS) CFC (JMC) Workforce Committee (SH)

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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) (+ medical appraisal appendix - JKW) • 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 (MG) • QAC committee (CS) • Audit committee (JMC) • Workforce Committee (SH)
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 (MG) • QAC committee (CS) • Audit committee (JMC) • CFC (JMC) • Workforce Committee (SH) <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> • Information Governance Committee Annual report (required) (JF)
May 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) (+ medical appraisal appendix - JKW) • Finance (JF) • Nursing establishment (DB) • Quality account (DB) • Review of Corporate Objectives 	<ul style="list-style-type: none"> • Dementia strategy (DB) • IM&T progress (JKW) • Infection prevention and control annual report (DB) • Review of Winter (ED) 	<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 (MG) • QAC committee (CS) • Audit committee (JMC) • CFC (JMC) • Workforce Committee (SH)