

KHT PUBLIC BOARD FORWARD PLAN 2013 – 2014

MONTHS	Standing items	Quality and Performance	Strategy, Policy and Implementation	Governance and Assurance	Information and approval	Board Committee minutes/Chairs reports/annual reports
January 2014	<ul style="list-style-type: none"> • Minutes • Minutes • Action log • Chairman's report – Verbal • CEO report 	<ul style="list-style-type: none"> • Patient Story • Patient Story (DB) • Quality and Safety (JW) • Corporate Performance (ST) • Finance (SM) • Productivity update (NH) • Q Workforce report (Q3 2013/14) (DG) • Quality Governance Framework Annual Review (DB) 	<ul style="list-style-type: none"> • Raynes Park update(ST) to be in CEO report • Estates Strategy (RB) • Communications Strategy (LW0) • Quality Accounts draft (DB) • Dementia Strategy (DB) • Volunteering Strategy (DB) • Communications Strategy (LW) • Education and Training Strategy (DG) • Corporate Objectives for 2014/15 (KG) • Q3 return to Monitor for approval • Review of progress against the Francis Gap Analysis action plan (DB) repeat in six months • Digital communications (SM) 	<ul style="list-style-type: none"> • BAF 	<ul style="list-style-type: none"> • Board forward plan • Board and Sub Committee dates for 2014/15 (DL) • Board forward plan for 2014/15 and committee dates (DL) • CFC annual report and accounts (MJ) 	<ul style="list-style-type: none"> • FIC committee report (SM/MJ) • QAC committee report (JB/CI) • Audit committee report (LC/JMC)
March 2014	<ul style="list-style-type: none"> • Minutes • Action log • Chairman's report • CEO report 	<ul style="list-style-type: none"> • Patient Story (DB) • Quality and Safety (JW) • Corporate Performance (ST) • Finance (SM) • Productivity update (NH) • Staff survey report 2013 (TBC) 	<ul style="list-style-type: none"> • Sign off Annual Plan (RB) • Draft Budgets for 2014/15 (SM) • Progress report on Corporate Objectives (KG) • Review of progress on the PPI Strategy (DB) 	<ul style="list-style-type: none"> • BAF (SM) • CRR (KG) • Board statements for approval (DL) 	<ul style="list-style-type: none"> • Board forward plan (DL) 	<ul style="list-style-type: none"> • FIC committee report (SM/MJ) • QAC committee report (JB/CI) • Audit committee report (LC/JMC) <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> • Information Governance Committee Annual report (required) (SM)

April – Q4 submission to Monitor and budget sign off (FIC)