

KHT PUBLIC BOARD FORWARD PLAN 2014 – 2015

MONTHS	Standing items	Quality and Performance	Strategy, Policy and Implementation	Governance and Assurance	Information and approval	Board Committee minutes/Chairs reports/annual reports
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"> Membership engagement update Sign off Annual Plan (RB) Draft Budgets for 2014/15 (SM) Progress report on Corporate Objectives (KG) Annual Plan (Operating Plan) for 2014/15 (RB) SWL Pathology implementation update (NH) <p>Note the Q4 Monitor submission will be approved at FIC in April as will budget sign off</p>	<ul style="list-style-type: none"> BAF (SM) CRR (KG) Board statements for approval (DL) Annual review of SO's, SFI's and scheme of delegation (SM) 	<ul style="list-style-type: none"> Board forward plan (DL) Register of Interest (DL) 	<ul style="list-style-type: none"> FIC committee report (SM/MJ) and annual review of TOR QAC committee report (JB/CI) Audit committee report (LC/JMC) and annual review of TOR CFC committee report (SM/MJ) <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> Information Governance Committee Annual report (required) (SM)
May 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) Medical workforce update Nursing establishment Q workforce report Quality Accounts 	<ul style="list-style-type: none"> Annual organ donation plan for 2014/15 3 – 5 year Strategic Plan to Monitor Budget setting Update on progress with IM& T strategy 	<ul style="list-style-type: none"> BAF (SM) Annual report and accounts 	<ul style="list-style-type: none"> Board forward plan (DL) Board development plan review 	<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"> E & D annual report H & S annual report Infection prevention and control annual report

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July 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) • Medical workforce update • Q workforce report • One year on progress with Francis Gap Analysis reflection 	<ul style="list-style-type: none"> • One year on progress update on PPI strategy • Q1 Monitor submission • Progress report on Corporate Objectives (KG) • 	<ul style="list-style-type: none"> • BAF • CRR • Annual Governance Review submission to Monitor (this is part of RAF need to check what else is expected) 	<ul style="list-style-type: none"> • Board forward plan (DL) 	<ul style="list-style-type: none"> • FIC committee report (SM/MJ) • QAC report • Charitable funds report • <u>Annual Report</u> • Safeguarding adults annual report • Safeguarding children's annual report and declaration • Complaints, Claims, Risk, and safety annual report – will we do this?
September 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) • Medical workforce update 	<ul style="list-style-type: none"> • Business planning process 	<ul style="list-style-type: none"> • BAF (SM) • 	<ul style="list-style-type: none"> • Board forward plan (DL) • Register of interest mid-year review 	<ul style="list-style-type: none"> • FIC committee report (SM/MJ) • QAC committee report (JB/CI) • Audit committee report (LC/JMC)
November 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) • Medical workforce update • Progress update on Q strategy 	<ul style="list-style-type: none"> • Progress report on Corporate Objectives (KG) • Draft corporate objectives for 2015/16 • Q2 Monitor return • Capital plan • Progress report on fundraising strategy 	<ul style="list-style-type: none"> • BAF (SM) • CRR 	<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) • CFC report

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January 2015	<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) Medical workforce update Quality Governance annual review 	<ul style="list-style-type: none"> Progress report on Estates strategy Progress report on volunteering strategy Progress report on Education and Training strategy Progress report on dementia strategy Progress report on stakeholder engagement strategy Approval of Corporate Objectives for 2015/16 Risk Management Strategy 	<ul style="list-style-type: none"> BAF (SM) 	<ul style="list-style-type: none"> Board forward plan (DL) Board development plan for 2015/16 	<ul style="list-style-type: none"> FIC committee report (SM/MJ) QAC committee report (JB/CI) Audit committee report (LC/JMC) CFC report and annual accounts for approval
March 2015	<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) 	<ul style="list-style-type: none"> Membership engagement update? 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) Operating Plan for 2014/15? <p>Note the Q4 Monitor submission will be approved at FIC in April as will budget sign off</p>	<ul style="list-style-type: none"> CRR (KG) Board statements for approval (DL) Annual review of SO's, SFI's and scheme of delegation 	<ul style="list-style-type: none"> Board forward plan Register of interests 	<ul style="list-style-type: none"> FIC committee report (SM/MJ) QAC committee report (JB/CI) Audit committee report (LC/JMC) CFC report <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> Information Governance Committee Annual report (required) (SM)