

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
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 • Note sign off of final budgets 	<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) and review of TOR • QAC committee report (JB/CI) • Audit committee report (LC/JMC) and review of TOR <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> • Information Governance annual report • E & D annual report • H & S annual report • Infection prevention and control annual report
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) • Mid-year review of Risk Management Strategy (DL) 	<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 <p><u>Annual Report</u></p> <ul style="list-style-type: none"> • Safeguarding adults annual report • Safeguarding children's annual report and declaration • Complaints, Claims, Risk, and safety annual report

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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
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

MONTHS	Standing items	Quality and Performance	Strategy, Policy and Implementation	Governance and Assurance	Information and approval	Board Committee minutes/Chairs reports/annual reports
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)