

North Cumbria University Hospitals



NHS Trust

**TRUST BOARD CYCLE OF  
BUSINESS 2010/11**

VERSION: APPROVED BY TRUST BOARD JANUARY 2010

UPDATED END OF YEAR POSITION 2010/11

DOMAIN	ITEM	PUBLIC	OUTCOME	APR 2010 (Q4)	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN 2011 (Q3)	FEB	MAR
		PRIVATE													
STANDING AGENDA ITEMS	Declarations of Interest on Agenda Items	Public & Private	As required	X	X	X	X		X	X	X		X	X	X
	Minutes of the last meeting	Public & Private	To approve	X	X	X	X		X	X	X		X	X	X
	Matters arising and action plan	Public & Private	To approve	X	X	X	X		X	X	X		X	X	X
	Chief Executive's Report on key trust issues, national and local policy.	Public	To note	X	X	X	X		X	X	X		X	X	X
	Chairman's Report on Chair and Non Executive activity and key Board updates	Public	To note	X	X	X	X		X	X	X		X	X	X
	Clinical service presentation	Public	To note	X	X	X	X		X	X	X		X	X	X
STRATEGY AND POLICY	Review principal aims and objectives	Public	To approve											X	A
	Review draft business and service development priorities	Private	To review											X	
	Review draft annual budgets, CIP for financial year and capital programme	Private	To review											X	
	Receive draft Annual Plan	Private	To review											X	
	Approve Annual Plan and Budget Setting	Public	To approve												X

ITEM	PUBLIC PRIVATE	OUTCOME	APR (Q4)	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN (Q3)	FEB	MAR
<b>Review and Ratify Supporting Trust Strategies:</b> <i>(All reviewed by relevant lead committees and supporting groups)</i>														
a) Infection, prevention and control Strategy	Public	To ratify	X			A			R					
b) Workforce Strategy	Public	To ratify						X	A					R
c) Patient and Public Engagement Strategy	Public	To ratify							X			A		
d) Governance and Risk Strategy	Public	To ratify		X		A							R	
e) Estates Strategy	Public	To ratify				X								A
f) Informatics	Public	To ratify				X								R
g) Communication Strategy	Public	To ratify				X						A		
h) Medium Term Financial Strategy (to include procurement)	Public	To ratify											X	
Receive in year exception / update reports on progress against delivery of key supporting strategies (outlined above) Indicated with R = Review	Public	To note	(as indicated above)					(as indicated above)			(as indicated above)			

	ITEM	PUBLIC PRIVATE	OUTCOME	APR (Q4)	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN (Q3)	FEB	MAR
OPERATIONAL PERFORMANCE	Trust Performance Report covering: <ul style="list-style-type: none"> <li>• Performance targets</li> <li>• Quality and Safety</li> <li>• Finance</li> <li>• Estates</li> <li>• Workforce</li> </ul>	Public	To review	X	X	X	X		X	X	X		X	X	X
	Review Trust position against registration and compliance with the Care Quality Commission and key regulatory bodies as required.	Public	To review	(as required)					(as required)				(as required)		
GOVERNANCE AND QUALITY	Sign off assurance framework for previous financial year	Public	To approve	X											
	Approve assurance framework for new financial year	Public	To approve		X		A								
	Review progress against delivery of objectives and strategic risks	Public	To review			X				A			A		
	Review trust risk register	Private	To review		X					A			A		
	Approve Statement of Internal Control	Public	To approve			X									
	Approve Register of Directors Interests	Public	To approve												X
	Approve Register of Gifts and Hospitality	Public	To approve												X
	Review committee structure and delivery of terms of reference	Public	To approve				A								
	Approve and review register of seals	Public	To approve	X											
	Receive and review Single Tender Actions (as required)	Public	To note	(as required)					(as required)				(as required)		

	ITEM	PUBLIC PRIVATE	OUTCOME	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		
				(Q4)			(Q1)			(Q2)		(Q3)					
	Review and approve Standing Orders and Standing Financial Instructions	Public	To approve												X		
	Review position against Single Equality Scheme	Public	To note				X										
	Review Serious Untoward Incidents	Private	To review	X	X	X	X			X	X		X		X	X	X
	Receive quarterly exception report on key governance issues	Private	To review			X	NA						A		A		
	Patient Survey and action plan	Public	To review							X							
	Staff Survey and action plan	Public	To review	X												X	
ANNUAL REPORTING	Review and Approve Annual Report	Public	To approve			X											
	Sign off Annual Accounts	Public	To approve			X											
	Approve Annual Audit Letter	Public	To approve						X								
	Receive and approve the trust's Annual Quality Account	Public	To approve			X											
	<b>Receive supporting trust annual reports:</b>																
	Governance Annual Report	Public	To note			X											
	Safeguarding Annual Report and quarterly exception reports	Public	To note	X	A		A				X			X			
	Audit Committee Annual Report	Public	To note							X	A						
	Infection, Prevention and Control Annual Report	Public	To note			X											
	Security Management Service Annual Report				X												
	Charitable Funds Annual Report	Public	To note									X			A		
	Remuneration Committee Annual Report	Public	To note												X		

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<b>STANDING BOARD COMMITTEES</b>	Remuneration Committee	Private	To note				X NA						X NA		
	Governance Committee	Public	To note	X	X	X	X		X	X	X		X	X	X
	Audit Committee	Public	To note	X		X	X		X					X	
	Charitable Funds Committee	Public	To note				X			X					X
	Strategic Delivery Groups (as required)	Public & Private	To note	(as required)											

*NOTE: Please note any items not included in this cycle of business, which arise during the year and require Board discussion, will be added to the Board's programme of work in agreement with the Chairman and Chief Executive*

**Ramona Duguid**  
**COMPANY SECRETARY**  
**MARCH 2011**