



# TRUST BOARD CYCLE OF BUSINESS 2011/12

UPDATED: JUNE 2011

**Key:**

X = Scheduled to be reported to Board

R = Revised date allocated

Red = Outstanding

Green = Actioned

DOMAIN	ITEM	PUBLIC	OUTCOME	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
		PRIVATE		2011 (Q4)			(Q1)			(Q2)		2012 (Q3)			
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	
	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	Public	To approve												X
	Carbon Management Plan	Public	To note				X				X				X

ITEM	PUBLIC PRIVATE	OUTCOME	APR 2011 (Q4)	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN 2012 (Q3)	FEB	MAR
1. Receive specific update on the Trusts Registration with the Care Quality Commission <i>(Strategic Aim 1)</i>	Public	To review & agree decisions where required			X	R			X			X		
2. Receive regular updates on the development of the clinical strategy <i>(Strategic Aim 2)</i>	Public	To review & agree decisions where required	X		X			X		X		X		X
3. Receive regular updates on the new West Cumberland Hospital development <i>(Strategic aim 3)</i>	Public	To review & agree decisions where required	X		X			X		X		X		X
4. Receive regular updates on the Trust's internal turnaround progress as well as the overall health economy turnaround workstream <i>(Strategic Aim 4)</i>	Public	To review & agree decisions where required		X		X		X		X		X		X
5. Receive regular reports on the Trust's M&A plans <i>(Strategic Aim 5)</i>	Public	To review & agree decisions where required	X	X	X	X		X	X	X		X	X	X

	ITEM	PUBLIC PRIVATE	OUTCOME	APR 2011 (Q4)	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN 2012 (Q3)	FEB	MAR
	a) Infection, prevention and Control Strategy	Public	To approve				X								
	b) Workforce Strategy	Public	To approve							X					
	c) Communication and Engagement Strategy	Public	To approve								X				
	d) Governance and Risk Strategy	Public	To approve			X	R								
	e) Estates Strategy	Public	To approve												X
	f) Informatics Strategy	Public	To approve						X						
	g) Medium Term Financial Strategy (to include procurement)	Public	To approve											X	
<b>OPERATIONAL PERFORMANCE</b>	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)		

	ITEM	PUBLIC PRIVATE	OUTCOME	APR 2011 (Q4)	MAY	JUN	JUL (Q1)		SEP	OCT (Q2)	NOV		JAN 2012 (Q3)	FEB	MAR	
GOVERNANCE AND QUALITY	Sign off assurance framework for previous financial year (2010/11)	Private	To approve		X	R										
	Review Integrated Risk Register and Assurance Framework (1/4)	Private	To review	X			X		X				X			
	Review progress against delivery of objectives	Public	To review				X				X					
	Review Overall Trust Risk Register	Private	To review						X							
	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		R									
	Review committee structure and delivery of terms of reference	Public	To approve				X									
	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)			
	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 Governance Report with Quarterly Overview	Private	To review	X	X	X	X		X	X	X		X	X	X	
	Receive Mortality Update	Public				X							X			
	Patient Survey and action plan	Public	To review						X							
	Staff Survey and action plan	Public	To review	X												

	ITEM	PUBLIC PRIVATE	OUTCOME	APR 2011 (Q4)	MAY	JUN	JUL (Q1)		SEP	OCT (Q2)	NOV		JAN 2012 (Q3)	FEB	MAR	
ANNUAL REPORTING	Review and Approve Annual Report 10/11	Public	To approve			X										
	Sign off Annual Accounts 10/11	Public	To approve			X										
	Approve Annual Audit Letter	Public	To approve			X			R							
	Receive and approve the trust's Annual Quality Account 10/11	Public	To approve			X										
	<b>Receive supporting trust annual reports:</b>															
	Governance Annual Report	Public	To note					X								
	Safeguarding Annual Report	Public	To note						X							
	Information Governance (Caldicott and SIRO)	Public	To note						X							
	Audit Committee Annual Report	Public	To note						X							
	Infection, Prevention and Control Annual Report	Public	To note				X	R								
Security Management Service Annual Report					X											
Charitable Funds Annual Report	Public	To note								X						
Remuneration Committee Annual Report	Public	To note													X	
STANDING BOARD COMMITTEES	Remuneration Committee	Private	To note	<b>(As required)</b>					<b>(As required)</b>						X	
	Governance Committee	Private	To note	X	X	X	X		X	X	X		X	X	X	
	Audit Committee	Public	To note			X	X		X					X		
	Charitable Funds Committee	Public	To note				X			X					X	

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