

# TRUST BOARD CYCLE OF BUSINESS 2012/13

MAY 2012

**Key:**

X = Scheduled to be reported to Board

R = Revised date allocated

Red = Outstanding

Green = Actioned

DOMAIN	ITEM	PUBLIC	OUTCOME	APR 2012	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN 2013 (Q3)	FEB	MAR	APR 2013 (Q4)
		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	
	Clinical service presentation	Public	To note	X	X	X	X		X	X	X		X	X	X	
	Feedback from patient safety walk rounds	Public	To note	X												
OPERATIONAL PERFORMANCE	Trust Performance Report covering: <ul style="list-style-type: none"> <li>• Performance targets</li> <li>• Quality and Safety</li> <li>• Finance (including CIP delivery)</li> <li>• Estates</li> <li>• Workforce</li> </ul>	Public	To review	X	X	X	X		X	X	X		X	X	X	

DOMAIN	ITEM	PUBLIC	OUTCOME	APR 2012	MAY	JUN	JUL (Q1)	AUG	SEP	OCT (Q2)	NOV	DEC	JAN 2013 (Q3)	FEB	MAR	APR 2013 (Q4)	
		PRIVATE															
REPORTING AGAINST STRATEGIC AIMS	Receive specific update on the Trust's Registration with the Care Quality Commission and associated quality improvement programmes <i>(Strategic Aim 1)</i>	Public	To review & agree decisions where required				X			X			X			X	
	Receive specific updates on progress with the new hospital development in Whitehaven and associated models of care <i>(Strategic Aim 2)</i>	Public	To review & agree decisions where required			X			X		X		X				
	Receive exception reports on the key milestones for the core programmes of work for elective flow, emergency flow and paediatric services across both hospital sites. <i>(Strategic aim 3)</i>	Public	To review & agree decisions where required				X					X			X		
	Receive reports on the Trust's position on delivering the contract for 2012/13, including associated quality improvements and financial turnaround. <i>(Strategic Aim 4)</i>	Public	To review & agree decisions where required			X				X				X			
	Receive regular updates on progress with delivering the transaction plan for the acquisition of the Trust. <i>(Strategic Aim 5)</i>	Public	To review & agree decisions where required	X	X	X	X			X	X	X		X	X	X	

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		PRIVATE		As required													
STRATEGY AND POLICY	Review draft business and service development priorities to support the delivery of the Annual Plan 2012/13	Public	To review & agree decisions where required	As required													
	Approve Annual Plan and Budget for 2012/13	Public	To approve	X		R											
	Review progress against Carbon Management Plan and Estates Strategy	Public	To note			X											
	Infection, prevention and Control Strategy Update	Public	To note				X										
	Workforce Strategy Update	Public	To note						X								
	Governance and Risk Strategy Update	Public	To note							X							
	Informatics Strategy Update	Public	To note									X					

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		PRIVATE														
GOVERNANCE	Sign off assurance framework for previous financial as at Q4 (2011/12)	Private	To approve		X											
	Review Integrated Risk Register and Assurance Framework (1/4)	Private	To approve				X			X			X			X
	Review Trust Risk Register	Private	To note						X							
	Approve Register of Directors Interests	Public	To approve	X		R										
	Approve Register of Gifts and Hospitality for 2011/12	Public	To approve	X		R										
	Review the use of the Trust's Seal	Public	To note as required													
	Review position against Single Equality Scheme	Public	To note				X									
	Review all declared SUIs	Private	To note	X	X	X	X		X	X	X		X	X	X	X
	National Patient Survey Results and Action Plan	Public	To note		X											
	Staff Survey Results and Action Plan	Public	To note		X											
	Review any significant risks or governance issues	Private	To note	X	X	X	X		X	X	X		X	X	X	X
	Receive exception report (via governance report) on key divisional governance issues from the quarterly divisional governance reports	Private	To note				X			X			X			X
	Review Trust's position on Medical Revalidation	Public	To note				X						X			
	Review outcomes from Serious Case Reviews (via monthly governance report)	Private	To note as required													

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		PRIVATE															
ANNUAL REPORTING	Approve Annual Governance Statement for 2011/12	Public	To approve			X											
	Review and Approve Annual Report 2011/12	Public	To approve			X											
	Sign off Annual Accounts 10/11	Public	To approve			X											
	Approve Annual Audit Letter	Public	To note						X								
	Receive and approve the Trust's Annual Quality Account 2011/12	Public	To approve			X											
	Audit Committee Annual Report for 2011/12	Public	To note						X								
	Infection, prevention and control Annual Report	Public	To note				X										
	Charitable Funds Annual Report	Public	To note							X							
STANDING BOARD COMMITTEES	Audit Committee	Public	To note				X			X			X				
	Governance and Quality Committee	Public	To note	X	X	X	X		X	X	X		X	X	X	X	
	Charitable Funds Committee	Public	To note			X			X		X						
	Remuneration Committee	Private	To note	As required													
	Finance Committee	Private	To note	X	X	X	X		X	X	X	X	X	X	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*