AGENDA ITEM NO:

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST BOARD OF DIRECTORS THURSDAY 29 APRIL 2010

Title:	ANNUAL CYCLE OF BUSINESS – BOARD OF DIRECTORS
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	David Burbridge, Director of Corporate Affairs, Ext: 2881

Purpose:	To set out the Board of Directors' annual cycle of business for the financial year 10/11.
Confidentiality Level & Reason:	None
Medium Term Plan Ref:	
	The attached document sets out those matters proposed to be considered by the Board of Directors during the financial year 10/11. It is intended to capture those items which the Board of Directors can expect to receive over the course of the financial year to enable it to fulfil its purpose.
Key Issues Summary:	Additional specific items may be added to an agenda for a particular meeting as directed by the Board of Directors or if considered appropriate by the Chairman.
	In year amendments to the cycle may be necessary as the Trust reviews and develops its framework of assurance. The Director of Corporate Affairs shall propose such amendments to the Chairman for his approval.
Recommendations:	The Board of Directors is asked to: o Approve the attached annual cycle of business; o Agree that the Chairman may approve amendments to the Annual Cycle during the course of the year.

Board of Directors Annual Cycle of Business

Board of Direc	tors Annual Cycle of								•					
-	Tay	Apr	May	June EGM	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Governance	New Hospital project	Update report	Update report inc. report against strategic milestones		Update report	Update report	Update report	Update report inc. report against strategic milestones	Update report	Update report	Update report inc. report against strategi milestones	Update report c	Update report inc. report against strategic milestones	Update report
Governance	КРІ	Annual report	Monthly report		Corporate Performance end of year report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report
Governance	Clinical Quality	Monthly report	Monthly report		Monthly report Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report
Governance	Finance & Activity	End of year position	Key performance		Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report
Governance	Infection Control	Annual report & Strategy	statistics paper Monthly report		Monthly report	Monthly report & action plan update	Monthly report	Monthly report	Monthly report & action plan update	Monthly report	Monthly report	Monthly report & action plan update	Monthly report	Monthly report
Governance	Care Quality	Quarterly			Quarterly	' '		Quarterly			Quarterly			
Strategic	Strategic & Operational Objectives & Priorities & Medium Term Plan	Quarterly update	Finalise MTP			Quarterly update			Quarterly update		Revisit annually	Quarterly update		
Governance	Assurance Framework & Risk Management		Approve Corporate risk Register and Assurance Framework for coming FY		Board update			Board update Approval of Risk Management Policy and related Policies.			Board update		NHSLA Risk management Standards	Board update
Strategic	Monitor Annual Plan	Draft Annual Plan	Sign off Annual plan for submission to Monitor											
Strategic	Financial Planning	Annual Financial Plan												
Strategic	Financial Planning	Capital Programme update			Capital Programme update			Long Term financial Forecast Capital Programme update			Capital Programme update	Update on Financial Planning for next FY		capital programme fo next FY
Strategic	Organisational Development		Annual Report on Workforce issues including Staff Survey Results, Training and Education, risks & action plan.			Quarterly report			Quarterly report		Quarterly report			
Strategic	Emergency Planning & Business Continuity	Annual report	Heatwave plan							Agreement of Winter Plan.				
Strategic	Membership							AGM						membership report
Governance	Annual report		Approve draft Annual Report & Operating and Financial Review											
Governance	Governance Framework			Sign off Annual Accounts, Annual Report and SIC for submission to Monitor and Management Letter										Draft SIC
Governance	External Standards	Annual Health Check Final Declaration & quarterly board certification				Acheivement of targets - quarterly board certification & declaration re core standards qtr 1			Acheivement of targets - quarterly board certification & declaration re core standards qtr 2			Acheivement of targets - quarterly board certification & declaration re core standards qtr 3		
Governance	Standards for Better health updates during the year - negotiable					7.				Draft Declaration on Standards (Core & Developmental)		7		
Governance	External & internal audit		Receive report					Receive reports		Annual audit letter				Annual audit plan
Governance	Information Governance issues inc. FOI and Doc Control				Connecting for Health Update	Information Governance half yearly report						Freedom on Information half yearly report		Information Toolkit Annual Report.
Governance	Research Governance issues													

Governance	Health & Safety										Annual report
Governance	Litigation and Insurance report					6 monthly report				6 monthly report	
Governance	PPI	Annual report				Quarterly report		Quarterly report	Annual patient survey Annual patient survey	Results, risks & action plan	
Governance	Emergency Plannin Annual Report	Annual report									
	Patient Satisfaction				Quarterly report on Patient Experiences (inc. PPI and Complaints and Claims handling).		Quarterly report on Patient Experiences (inc PPI and Complaints and Claims Handling.				
	GP Satisfaction									+	GP Survey Report
Governance	Audit Committee	Report from Chair of Audit Committee (approx quarterly - after each meeting)	г	Report from Audit Committee	Audit Committee minutes (approx quarterly after each meeting)	Audit Committee minutes (approx quarterly after each meeting)	Annual Report	Audit Committee minutes (approx quarterly after each meeting)		Audit Committee minutes (approx quarterly after each meeting)	
	Investment Committee		Report from Investment Committ	tee		Report from Investment Committee	Report from Investment Committee	ee	Report from Investment Committee	Report from Investment Committee	Report from Investment Committee
Governance	Board Agenda	Agree annual business cycle and forward plan for Trust Board.				Review plan			Review plan		Review plan
Governance	Board/Committees Fit for Purpose Review		Review Board Performance		Review SFs/SFls/Scheme of Delegation & Terms of Reference						
Governance	Other	Officers authorised to use Trust Seal Use of Trust seal				Use of Trust seal		Use of Trust seal		Use of Trust seal	Officers nominated to open tenders
Other		Declaration of Directors' Interests			- 1	Diversity and Inclusivity Annual report.	Safe Guarding Children and Young People Annual Repo	rt.			Stakeholder Register/Plan

Annual Cycle of Business - Audt Committee

Annual Timeline		May - Q4 reports	June - special purpose meeting	Sept - Q1 reports	Nov - Q2 reports	Feb - Q3 reports	March - special purpose meeting
Governance	Governance Framework	Agree framework for next FY	Sign off SIC for submission to Monitor	Quarterly report	Quarterly report	Quarterly report	
Governance	Annual report/AGM	review assurance, risk and governance statements / declarations in draft Annual Report & Operating and Financial Review	Sign off Annual Accounts, Annual Report for submission to Monitor and Management Letter				Draft SIC
Governance	Medium Term Plan - Principal Risks	Quarterly update Review and approve principal risks to achieving objectives set out in the medium term plan		Quarterly update	Quarterly update	Quarterly update	
Governance	Risk Management	Risk heat map and action plan update report.		action plan update report.	action plan update report.	Risk heat map and action plan update report.	Approve Corporate risk Register
Governance	Risk management	Detailed review of part of risk register	related Policies.		Detailed review of part of risk register	Detailed review of part of risk register	
Governance	Assurance framework	Framework content and effectiveness.	Assurance Framework update report.	Assurance Framework update report.	Assurance Framework update report.	Assurance Framework update report.	
Governance Governance	NHSLA risk management External Standards	progress report on NHSLA Action Plan.		progress report on NHSLA Action Plan. Annual audit letter	progress report on NHSLA Action Plan.	Action plan for NHSLA Risk management	
2010/110/100				a. addit lottol			
Governance	Standards for Better Health				Interim report on progress on S4BH self-assessment		Review Standards for Better Health process and declaration
	New Hospital project financial risks	Update report		Update report	Update report	Update report	
Governance	Policy					Annual report on compliance with the Policy for the Development and mangement of Controlled Documents	
Governance	Information Governance issues			Information Governance half yearly report			Information Toolkit Annual Report.
Governance	Research Governance issues	half yearly report			Annual report		
Governance	Health & Safety Governance issues	Annual report		Quarterly report	Quarterly report	Quarterly report	
Governance	Clinical Quality	Annual report		quarterly report	quarterly report	quarterly report	
Governance	Complaints	Complaints and Claims Handling Annual Report		Quarterly report	Quarterly report	Quarterly report	
Governance	External Audit	External Audit progress report	External Audit Plan	External Audit progress report	External Audit progress report 2007/08.	External Audit progress report	
Governance	External Audit		ISA260	External Audit Letter			
Governance	External Audit	Receipt of Annual		Agreement of External Audit plans and fees, timetable and plans Private meeting with Auditors. Internal Audit Progress	_	Internal Audit Progress	
Governance	LCFS	Internal Audit Report and associated LCFS Annual Report		report LCFS progress report	report LCFS progress report	report LCFS progress report	Private discussions with Internal Audit LCFS Work Plan
Governance	Finance				Review of losses and		
Governance	VFM	Single Tender		Single Tender Actions	Single Tender Actions	Single Tender Actions	
Effectiveness	Committee Agenda	Actions report Review plan	Review plan	report Review plan	report Review plan	report Review plan	Agree annual business cycle and forward plan for Committee. Approval of meetings
Effectiveness	Committee Fit for Purpose Review			Committee report	Note business of other committees and review inter-relationships Review SFs/SFIs/Scheme of Delegation & Terms of Reference		Self assessment of committee's effectiveness
Effectiveness	External Auditor			Assess effectiveness of External Auditor			
Effectiveness	Internal Audit	Assess effectiveness of Internal Audit					

Annual Timeline		Apr	May	June
Governance	Governance Framework	Annual	draft SIC	Sign off
		report		Annual
				Accounts,
				Annual
				Report
				and SIC
				for
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Governance	Assurance Framework &	Approve	NHSLA	
	Risk Management	Corporate	Risk	
	_	risk	manageme	
		Register	nt	
		and	Standards	
		Assurance		
		Framework		
		for coming	A	
Governance	Committee Agenda	Approval of		
		meetings for		
		new year.	business	
			cycle and	
Governance	Committee Fit for Purpose		Review	
	Review	Board	SFs/SFIs/S	
		Performanc		
		е	Delegation	
			& Terms of	
Governance	External & internal audit		Reference Receive	
30 vernance	External & Internal addit		report	
			ТСРОП	
Other				

Note business of other committees and review interrelationships
Self assessment of committee's effectiveness
Briefing/Update sessions
Review of other reports and policies as appropriate e.g. changes to Standing Orders and Standing Financial Instructions, changes to accounting policies
Produce annual Investment Committee report

Financial Strategy and Investments Committee - Monthly	Capital Manageme nt, business cases,	MAS & Capital Manageme nt, business cases, investment issues	MAS & Capital Managem ent, business cases, investme nt issues. To include Charitabl e Funds
Human Resources Committee - bi-monthly		Review of Trust Assurance Framework- principle objectives and risks Pay Modernisati on Report Diversity and Inclusivity Working Group Report	Review of Trust Assurance Framewor k-principle objectives and risks Pay Modernisa tion Report Electronic Staff Record Update

	July	Aug	Sept	Oct	Nov	Dec	Jan
	Quarterly			Quarterly			Quarterly
	report			report			report
Board update			Board update Approval of Risk Management Policy and related Policies.			Board update	
	Review plan				Review plan		
	Audit opinion on summaries Accounts		Receive reports				

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Capital	Capital	Capital	Capital	Capital	Capital	Capital
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	issues	include			to include	t issues
		Charitable			Charitable	
		Funds			Funds	

Trust Assuranc e	Principal Risk Register. NHSLA Action Plan. Divisional Reports Policy and Strategy for Managing Risk Reports from Quality Forums	
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Feb	March		
	Agree		
	framewor		
	k for next		
	FY		
	Set		
	forward		
	plan for		
	year		
	Americal		
	Annual		
	audit plan		

MAS & MAS & Capital Capital Managem Managem ent, ent, business business cases, cases, investme investmen nt issues t issues and to include Charitable Funds

Annual NHS Timeline	Apr	Мау	June	July	Aug	Sept
HR issues - IWL dates - negotiable				Submission to next level if applicable	Trump card for HC scoring	
Board Committee Fit for Purpose Review		Review Terms of Reference				
Board Agenda	Review plan			Review plan		
Remuneration	ı	Pay	Pay	1		1

Remuneration Committee - bi- monthly		Modernisatio	tion Report		
Nomination Committee - bi- annually	Board level Evaluation process		Board level Evaluatio n process. Discussio n with BofG Appointm ents committe es		Update on Appointment s Committee progress

Nov	Dec	Jan	Feb	March
		forward plan for		
	Nov	Nov Dec	Set forward	Set forward plan for

Pay Modernisatio n Report Benchmarkin g Review of salaries		Annual Pay uplift for Executive Directors and very senior managers .	
	Update on Appointment s Committee progress		

Annual NHS Timeline	Apr	Мау	June	July	Aug	Sept

Board of Governor	Meeting	Developmental	Meeting	Meeting & Members
meetings		session		meeting

Oct	Nov	Dec	Jan	Feb	March
	Workshop with the	Meeting			
	Board of Governors				

Annual NHS Timeline	Apr	Мау	June	July	Aug	Sept
Board Committee		Review				
Fit for Purpose		Terms of				
Review		Reference				
Board Agenda	Review plan			Review plan		

Oct	Nov	Dec	Jan	Feb	March
Review plan			Set forward plan for year		

Annual NHS Timeline	Apr	Мау	June	July	Aug	Sept
Board Committee		Review				
Fit for Purpose		Terms of				
Review		Reference				
Board Agenda	Review plan			Review plan		

Oct	Nov	Dec	Jan	Feb	March
Review plan			Set forward plan for year		

Trust	Cancer	Capital	Cancer	Capital	Cancer	Capital
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Annual
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Update	Quarterly		
	Update		

Annual	Quarterly	Annual	Quarterly
Plan	report on	plan	report on
Implement	Patient	implement	Patient
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