TRUST PUBLIC BOARD ANNUAL CYCLE OF BUSINESS

FOCUS	ITEM	FREQUENCY	2012/13												2013/14											
			APR	3 MAY	7 JUN	5 JUL	AUG	6 SEPT	OCT	1 NOV	9 JAN	12 FEB	13 MAR	APR	8 MAY	12 JUN	10 JUL	AUG	11 SEPT	OCT	9 NOV	DEC	8 JAN	FEB	12 MAR
Corporate	Apologies	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Declarations of Interest	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Matters Arising	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Chairman's report	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Chief Executive's report	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Quality Report	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Integrated Performance Report	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Foundation Trust Report	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Review of Board Committees and workprogrammes	Annual		x									x												
	Annual Review of Trust Board Register of Interests	Annual			x											x									
	Gifts and Hospitality Register	Annual								x															x
	Consultant appointments and signings and sealings	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Codes of Accountability, Conduct and Openess (FOI) Nolan Principles annual re-affirmation	Annual						x																	
	Standing Orders and Standing Financial Instructions annual review	Annual						x					x												x
	Board Annual Cycle of Business	Annual											x												x
	Board Calendar of Meetings	Annual											x												x
	Board Assurance Framework (close down preceding year and review of objectives and set out risks for new year)	Annual											x												
	Appointment of External Auditors	Annual															x								
	Board Sub-Committee reports	Each meeting		x	x	x		x		x	x	x	x		x	x	x		x		x		x		x
	Non Executive Directors Indeminity	Annual									x														
	Business Plan	Annual													x										
	Clinical Audit Annual Report	Annual											x												
	Research and Development Annual Report	Annual											x												
	Annual Claims Review	Annual											x												
	Annual Complaints Review	Annual											x												
	Annual H&S, Fire, Security Report	Annual											x												
Strategy	Operating Framework	Annual									x														
	5 Year Business Plan progress update	Ad hoc									x														
	Risk Management Strategy	Annual		x																					x
	Quality Strategy	Annual		x																					x
	Assurance Strategy	Annual		x																					x
	Financial Plan and Capital Programme	Annual											x												x
	Review of performance against Trust Business Plan	Six monthly review								x											x				
	Winter Plan	Annual								x													x		
	Workforce Strategy	Annual											x												
Regulatory	Internal Audit Plan	Annual		x											x										x
	Annual Accounts and Annual Financial Statements, & Quality Accounts 2012/13	Annual			x											x									
	Annual Report and Annual Governance Statement	Annual			x											x									
	Audit Letter	Annual			x										x										
Compliance	Infection and Prevention & Control Annual Report	Annual						x									x								
	Health and Safety Annual Report	Annual						x									x								
	Safeguarding Children, Young People and Adults Annual Report	Annual						x									x								
	Quality Annual Report	Annual								x									x						
	Emergency Preparedness Annual Report	Annual								x									x						
	National NHS Staff Survey	Annual						x									x								
	NHSLA Risk Management	Annual											x												x
	Information Governance Toolkit	Annual											x												x
	Membership Strategy	Annual											x												x