

Annual Cycle of Business 2014 - 2015

TB2014.42		Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
Board Meeting													
Quality	Performance report		Update Report		Update Report		Update Report		Update Report		Update Report		Update Report Revalidation Progress Update
	Patient Story		Story		Story		Story		Story		Story		Story
	Complaints						Annual Report 2013/14						
	Safeguarding								Adults and Children Annual Reports 2013/14				
	Surveys		Staff Survey Results Inpatient Survey Results Combined Staff and Inpatient Survey Action Plan										
	HMSR/SHMI								Annual Review				
Strategy	National										Review of: 1. Operating Framework 2. Outcomes Framework 3. Risk Assessment Framework		
	Supporting Strategies		Leadership (*new)				Risk Management		Quality Assurance Estates		Patient Experience Membership		Workforce
	Annual Report and Accounts		Review Draft 2013/14 (Confidential)	Approve 2013/14	Approval 2013/14 (Public)				Annual Audit Letter				
	Quality Accounts		Review Draft 2013/14 (Confidential)		Approval 2013/14 (Public)								
	Annual Governance Statement			Approve 2013/14	Approval 2012/13 (Public)				Mid Year Review				
Operational Performance and Use of Resources	Integrated Performance Report		Monthly Update		Monthly Update		Monthly Update		Monthly Update Mid-year reforecast		Monthly Update		Monthly Update
	Workforce		Year End Report						Mid Year Report		Annual Education Report		
	Finance Report		Monthly Update		Monthly Update		Monthly Update		Monthly Update Capital Programme 6 Month Review		Monthly Update		Monthly Update
	Commissioning Contract		Contract Summary 2014/15										
Governance / Risk / Regulatory	Administration		Committee ToR and Work Plans Register of Interests Register of Gifts and Hospitality						Confirm NED Reappointments		Standing Orders		Calendar of Meetings Cycle of Business Codes of Conduct, Openness and Nolan Principles Register of Seals
	Effectiveness Review		Annual Review 2013/14						Mid Year Review				
	Board Assurance Framework and Corporate Risk Register		Year End Review 2013/14						Update Report				Update Report
	Sub Committee Reports		Quality F&P TME		Quality Com Annual Report F&P Com Annual Report R&A Com Annual Report Audit Com Annual Report		Quality F&P TME		Quality F&P Audit TME		Quality F&P R&A Audit TME		Quality F&P Audit TME
	Planning		Approve Annual Business Plan 2014/15				Winter Plan 2014/15		ABP 6 Month Review 2014/15 Capital Programme Mid Year Review Emergency Preparedness Annual report				Financial Plan 2015/16 Capital Programme 2015/16
	Research and Development							Annual Report 2013/14					
	Information Governance								Mid Year Toolkit Review				Annual Declaration
	Staff Survey												Staff Survey Results 2014
	Health & Safety						Annual Report 2013/14						