

**Trust Board Meeting: Wednesday 11 March 2015**  
**TB2015.38**

<b>Title</b>	<b>Annual Cycle of Business and Meeting Dates 2015-16</b>
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<b>Status</b>	For approval
<b>History</b>	The annual cycle of business is reviewed and updated annually.

<b>Board Lead(s)</b>	<b>Eileen Walsh, Director of Assurance</b>			
<b>Key purpose</b>	Strategy	Assurance	<b>Policy</b>	Performance

## Annual Cycle of Business

### 1. Introduction

- 1.1. The Trust Board should approve an annual cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Trust Board is effectively carrying out its role in leading the Trust.
- 1.2. The cycle of business (Appendix 1) has been developed based on the previous year's cycle of business, a review of other Trust's approaches, and through a comparison with the Trust's Standing Orders, Standing Financial Instructions and Scheme of Reservation and Delegation. The cycle of business is therefore considered to be a comprehensive description of the regular business to be transacted by the Trust Board.
- 1.3. The Trust Board will receive other reports throughout the year on areas of risk or interest and will be kept under regular review to ensure that the Trust Board is receiving accurate and timely reports on its own business and the external environment within which it operates. These reports alongside business cases and post implementation reviews will be collated and managed via the Forward Planner.

### 2. Meeting Dates 2015-16

- 2.1. The agreed dates for the Trust Board meetings to be held in public for 2015-16 are as follows:

Date	Timing	Venue
13 May 2015	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
8 July 2015	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
9 September 2015	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
11 November 2015	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
13 January 2016	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
9 March 2016	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital

**3. Recommendation**

3.1. The Trust Board is asked to approve the Annual Cycle of Business 2015-16 and note the Trust Board meeting dates for 2015-16.

**Eileen Walsh  
Director of Assurance**

**March 2015**

**Prepared by,  
Clare Winch, Deputy Director of Assurance**