

TRUST BOARD CYCLE OF BUSINESS 2015/16

Area	Lead	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Quality & Performance	Medical Director										Quality Strategy Annual Review		
	Director of Clinical Services		Integrated Performance report		Integrated Performance report		Integrated Performance report		Integrated Performance report		Integrated Performance report		Integrated Performance report
	Chief Nurse		Patient Story		Patient Story		Patient Story		Patient Story		Patient Story		Patient Story
	Chief Nurse						Complaints - Annual Report						
	Chief Nurse and Director of Organisational Development & Workforce		Equality & Diversity Annual Report										
	Chief Nurse		Inpatient survey results										
	Chief Nurse				Review of Ombudsman report and update on Complaints Policy								
	Chief Nurse								Adults and Children Safeguarding Annual Report				
	Director of Organisational Development and Workforce										Annual Education Report		
	Director of Organisational Development and Workforce												Staff Survey
	Director of Organisational Development and Workforce		Workforce and Organisational Development Performance Report							Workforce and Organisational Development Performance Report			
	Medical Director		Quality Report		Quality Report		Quality Report		Quality Report		Quality Report		Quality Report
Director of Finance & Procurement		Finance Report Monthly Update		Finance Report Monthly Update		Finance Report Monthly Update		Finance Report Monthly Update		Finance Report Monthly Update		Finance Report Monthly Update	
Strategy and Planning	Director of Assurance								Risk Management Strategy and Assurance Strategy Annual Reviews				
	Director of Clinical Services								Emergency Preparedness Annual report				
	Director of Organisational Development and Workforce				Education, Training and Development Strategy								
	Director of Finance & Procurement												Financial Plan Capital Programme
	Director of Planning & Information		Annual Business Plan							Mid Year Review Business Plan	Update on Annual National Planning Guidance		
	Director of Planning & Information		Public Health Strategy update										
	Director of Organisational Development and Workforce		Workforce Plan					Update on Workforce Strategy		Workforce strategy			
Governance & Regulation	Medical Director				Infection Control Annual Report								
	Medical Director								HMSR/SHMI - Annual Review				
	Director of Finance & Procurement		Annual Accounts										
	Director of Finance & Procurement								Annual Audit Letter				
	Director of Finance & Procurement									Annual review of SOs & SFIs			
	Medical Director		Quality Account										
	Medical Director				Responsible Officer's Revalidation Report								
	Director of Development and the Estate						Health & Safety Annual Report						
	Director of Assurance		Register of Interests, gifts and hospitality										
	Director of Assurance							Claims - Annual Report					
	Medical Director							Research & Development Annual Report					
	Director of Planning & Information		IG Annual Declaration							Information Governance mid year toolkit review			
	Chief Executive		Consultant appointments and signings		Consultant appointments and signings		Consultant appointments and signings		Consultant appointments and signings		Consultant appointments and signings		Consultant appointments and signings
	Chief Executive				AHSN Annual Report								
	Committee Chairmen		Sub committee reports		Sub committee annual reports		Sub committee reports		Sub committee reports		Sub committee reports		Sub committee reports
Director of Assurance									BAF and CRR update			BAF and CRR update	
Director of Assurance					Annual Review of Risk Appetite								