

Trust Board Meeting in Public: Wednesday 11 March 2016
TB2015.35

Title	Annual Cycle of Business and Meeting Dates 2016/17
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Status	For approval
History	The annual cycle of business is reviewed and updated annually.

Board Lead(s)	Eileen Walsh, Director of Assurance			
Key purpose	Strategy	Assurance	Policy	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 regularly be 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. A proposed 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 these 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 2016-17

- 2.1. The agreed dates for the Trust Board meetings to be held in public for 2016-17 are as follows:

Date	Timing	Venue
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	Training Room, Horton General Hospital
11 May 2016	10:00 – 13:00	Conference Room, Oxford Centre for Enablement (OCE), Nuffield Orthopaedic Centre
13 July 2016	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
14 September 2016	10:00 – 13:00	Training Room, Horton General Hospital
9 November 2016	10:00 – 13:00	Seminar Room 1, 2 & 3, Cancer Centre, Churchill Hospital.
18 January 2017	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
8 March 2017	10:00 – 13:00	Conference Room, Oxford Centre for Enablement (OCE), Nuffield Orthopaedic Centre

- 2.2. Meetings have been arranged on all four of the main hospital sites of Oxford University Hospitals NHS Foundation Trust.

2.3. To best accommodate the attendance of staff, and members of the public, at meetings held at each of the hospital sites, consideration may need to be given to varying the start and finish times of the meetings. On occasion, meetings of the Trust Board held in public may be moved to the afternoon.

Recommendation

2.4 The Trust Board is asked

- to approve the Annual Cycle of Business 2016-17; and
- to note the Trust Board meeting dates for 2016-17.

Eileen Walsh
Director of Assurance

March 2016