

Trust Board Meeting in Public: Wednesday 8 March 2017

TB2017.39

<b>Title</b>	<b>Annual Cycle of Business and Meeting Dates 2017/18</b>
--------------	---

<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 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 2017-18

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

Date	Timing	Venue
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
10 May 2017	10:00 – 13:00	Training Room, Horton General Hospital
12 July 2017	10:00 – 13:00	Seminar Room 1, 2 & 3, Cancer Centre, Churchill Hospital.
13 September 2017	10:00 – 13:00	Seminar Room 4A/4B, George Pickering Education Centre, John Radcliffe Hospital
8 November 2017	10:00 – 13:00	Conference Room, Oxford Centre for Enablement (OCE), Nuffield Orthopaedic Centre
17 January 2018	10:00 – 13:00	Training Room, Horton General Hospital
14 March 2018	10:00 – 13:00	Seminar Room 2A/2B, George Pickering Education Centre, John Radcliffe Hospital

- 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 venue and 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 2017-18; and
- to note the Trust Board meeting dates for 2017-18.

**Eileen Walsh**  
**Director of Assurance**

**March 2017**