

TRUST BOARD CYCLE OF BUSINESS 2017/18

Area	Lead	Apr-15	May-17	Jun-15	Jul-17	Aug-15	Sep-17	Oct-15	Nov-17	Dec-15	Jan-18	Feb-16	Mar-18	
Clinical Services	Director of Clinical Services		M12 Integrated Performance report		M2 Monthly Report to NHSI		M4 Integrated Performance report		M6 Integrated Performance report		M8 Integrated Performance report		M10 Integrated Performance report	
	Chief Nurse		Patient Story		Patient Story		Patient Story		Patient Story		Patient Story		Patient Story	
	Chief Nurse				Complaints & Patient Experience- Annual Report									
	Chief Nurse and Director of Organisational Development & Workforce				Equality & Diversity Annual Report 16/17									
	Chief Nurse				Inpatient survey results									
	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 (Q4 16/17)							Workforce and Organisational Development Performance Report (Q2 17/18)			
	Medical Director			Quality Report		Quality Report		Quality Report		Quality Report		Quality Report		Quality Report
	Director of Finance & Procurement			M12 Report on financial performance including summary of regular report to NHSI		M2 Finance Report Monthly Update including summary of regular report to NHSI		M4 Finance Report Monthly Update including summary of regular report to NHSI		M6 Finance Report Monthly Update including summary of regular report to NHSI		M8 Finance Report Monthly Update including summary of regular report to NHSI		M10 Finance Report Monthly Update including summary of regular report to NHSI
Strategy and Planning	Director of Assurance								Risk Management Strategy Annual Review					
	Director of Assurance								Assurance Strategy Annual Review					
	Medical Director										Quality Strategy			
	Director of Organisational Development and Workforce								Education, Training and Development Strategy					
	Director of Finance & Procurement												Financial Plan	
	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 Strategy				
Governance & Regulation	Medical Director						Infection Control Annual Report							
	Medical Director				NIHR LCRN Annual Report 16/17 and Annual Plan 17/18									
	Medical Director						SIRI and Never Event Annual Report 16/17							
	Medical Director								HMSR/SHMI - Annual Review					
	Director of Clinical Services				Emergency Preparedness Annual Report									
	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 Organisational Development and Workforce							Health & Safety Annual Report						
	Director of Assurance			Registers of Interests, Gifts, Hospitality and Sponsorship										
	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 Mid Year Review				BAF and CRR update	
Director of Assurance					Annual Review of Risk Appetite		SMP reviewed 01/							