

<b>Ashford &amp; St Peter's Hospitals NHS Foundation Trust</b>  <b>Appendix 1: Business Schedule for Trust Board Meetings in 2022</b>															<b>Lead Director</b>
	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>			

<b>AUDIT AND RISK</b>						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Executive Lead		
Mar	June	Sept	Dec																	
Committee Minutes:																				
Dec to Mar	Mar to Jul	Jun to Sep	Sep to Dec					X				X		X			X		Director of Finance & IT	
Annual Board Report												X							Director of Finance & IT	
Chief Executive's Summative Report including BAF						X Jan moved to 3 Feb		X		X		X		X			X		Chief Executive	
<b>QUALITY OF CARE</b>																				
Jan	Mar	May	July	Sept	Nov															
Committee Minutes:						X		X		X		X		X			X		Chief Nurse	
Jan to Mar	Mar to May	May to Jul	Jul to Sep	Sept to Dec	Nov to Jan	Jan moved to 3 Feb											X		Nov moved to 1 Dec	
QCC Annual Report (& TOR)										X									Chief Nurse	
Quality Report						X Jan moved to 3 Feb		X		X		X		X			X		Nov moved to 1 Dec	Chief Nurse
Serious Incident Report (Closed)						X Jan moved to 3 Feb		X		X		X		X			X		Nov moved to 1 Dec	Chief Nurse/Medical Director
Adult & Child Safeguarding Committee Annual Report												X								Chief Nurse

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Learning from Mortality Reviews Quarterly Report	X Jan moved to 3 Feb		X				X					X Nov moved to 1 Dec	Medical Director/Chief Nurse
Health and Safety Biannual Report:							X					X Nov moved to 1 Dec	Director of Finance/Director Estates & Facilities
CNST sign off							X						Chief Nurse
Patient Experience Report (to include Result of Annual National Patients survey)					X								Chief Nurse
Volunteers' Annual Report					X								Chief Nurse
Patient Story			X				X					X Nov moved to 1 Dec	Chief Nurse
Seven Day hospital services programme (7DS) bi-annual report					X							X Nov moved to 1 Dec	
Director of Infection Prevention Control Annual report (QCC)							X						Medical Director
Annual Claims Report (Closed)							X						Chief Nurse
Organ Donation Annual Report			X										Medical Director
Annual SI-Incidents Report (Closed)					X								Chief Nurse
Guardian of Safe Working Annual Report							X						Medical Director

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MODERN HEALTHCARE																				
Jan	Feb	Mar	May	Jun	Jul	Sep	Oct	Nov												
Committee Minutes:										X	X		X		X		X		X	Director of Finance
Jan to Mar	Feb to Mar	Mar to May	May to Jul	Jun to Jul	Jul to Sep	Sep to Dec	Oct to Dec	Nov to Jan		Jan moved to 3 Feb								Nov moved to 1 Dec		
Performance Report										X	X		X		X		X		X	Director of Operations
Green Plan										X										Director of Strategy/Director Estates and Facilities
Patient led assessment of the care environment (PLACE) TBC																				Director of Strategy/Director Estates and Facilities
MHC Annual Report to Board															X					Director of Finance and Information
PEOPLE:																				
Jan	Mar	May	Jul	Sep	Nov															
Committee Minutes:										X	X		X		X		X		X	Director of Workforce Transformation
Jan to Mar	Mar to May	May to Jul	Jul to Sep	Sep to Dec	Nov to Jan					Jan moved to 3 Feb								Nov moved to 1 Dec		
Staff Story										X			X				X			Director of Workforce Transformation
Adult Ward Safe Staffing & Nursing Establishment Review																	X			Director of Workforce Transformation
Annual Report to Board															X					Director of Workforce Transformation
Results of National Staff Survey											X									Director of Workforce Transformation

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Equality and Diversity Annual Report (SES) inc Workforce Race Equality Standard (WRES)									X				Director of Workforce Transformation	
Guardian of Safe Working Annual Report							X						Director of Workforce Transformation	
Freedom to Speak Up Guardian Annual Report (Nov 21 deferred to Jan 22)											X Nov moved to 1 Dec		Director of Workforce Transformation	
<b>STRATEGIC CHANGE</b>														
<b>March</b>	<b>May</b>	<b>July</b>	<b>Sept</b>											
Committee Minutes (agreed virtually):														
Mar to May	May to July	July to Sept	Sept to Dec	-			X		X		X		X	Director of Strategy & Sustainability
Annual Report to Board														
<b>INTEGRATED DIGITAL</b>														
<b>Feb</b>	<b>April</b>	<b>July</b>	<b>Oct</b>											
Committee Minutes (agreed virtually)														
Feb to Mar	Apr to May	July to Sept	Oct to Dec			X		X		X		X		Director of Finance & IT
Annual Report														
<b>TRUST BOARD AS CORPORATE TRUSTEE OF ASPH NHS FOUNDATION TRUST CHARITABLE FUND</b>														
Charitable Committee Minutes quarterly														
Feb to Jul	Jun to Sep	Sep to Nov	Nov to Mar 23			X		X		X		X		Director of Finance & IT
Annual Report & Accounts Charitable Funds Committee														

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<b>REGULATORY</b>													
Approve NHSI Annual Plan submission			X										Director of Finance and information
Approve Annual Business Plan and Budget Revenue and capital Budgets 2020/2021			X										Director of Finance and information
Draft Quality Account Priorities for the year ending Mar 2022					X								Chief Nurse/Medical Director
Quality Account- draft					X								Chief Nurse
Quality report from External auditor					X								Chief Nurse
Corporate Governance Statement <i>(date of submission to be confirmed by NHSI) (Closed)</i>					X								Executive Team Trust Board Secretary
Sign off Accounts and Annual Report (Closed)					X								Director of Finance and information
Annual review of SFIs/Scheme of Delegation											X		Director of Finance and information
Annual review of Standing Orders					X								Trust Board Secretary
NHSI Self-Certifications					X		X						Trust Board Secretary
Register of Interests/Hospitality 6 monthly					X						X		Trust Board Secretary
Use of Trust Seal – as required													Trust Board Secretary

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<b>TO RECEIVE</b>													
Trust Executive Committee Minutes	X		X		X		X		X		X		Chief Executive
Emergency Preparedness Resilience & Response (EPRR) Annual Assurance report											X		Chief Operating Officer
Annual Reports and Accounts timetable	X												Trust Board Secretary