

TRUST BOARD
29th January 2015

TITLE	Trust Board Schedule of Business
EXECUTIVE SUMMARY	<p>The paper proposes a work plan for the calendar year 2015. This will form the basis for the year, although external events may necessitate rescheduling of some items, and new matters may also arise as the year progresses. The Board has previously agreed to hold nine open meetings with no meeting in February, August and December.</p> <p>The Trust Board has previously agreed it will hold Open (public) and Closed Trust Board meetings and release papers to the public in accordance with the guidelines set out in the Constitution. This is in accordance with the Health and Social Care Act 2012.</p>
BOARD ASSURANCE (Risk) / IMPLICATIONS	Risk of litigation if documents are not published according to legal requirements.
LINK TO STRATEGIC OBJECTIVE	The Schedule of Business relates to all strategic objectives.
STAKEHOLDER / PATIENT IMPACT AND VIEWS	Information will be provided in accordance with current legislation. Openness and transparency of decision making are core principles of the way the NHS operates.
EQUALITY AND DIVERSITY ISSUES	None known.
LEGAL ISSUES	Approach is in line with the Trust Constitution.
The Trust Board is asked to:	Agree the schedule of business for 2015.
Submitted by:	Liz Davies, Acting Company Secretary
Date:	22 nd January 2015
Decision:	For Approval

Trust Board Schedule of Business

1 Introduction

In order for the Board to function effectively there needs to be a clear work plan and calendar of events. There are many factors underpinning the work plan including statutory and mandatory requirements, assurance and monitoring. Although there may be reasons why dates for individual items may need to change, often due to external factors, the attached draft work plan is based on the best current intelligence. (Appendix 1).

The Board has always held its meeting in public, whilst taking a number of matters, typically confidential or commercial, in closed session. Following the enactment of the Health and Social Care Act 2012 (the Act) the holding of Trust Board meetings in public continues with members of the public being excluded from a meeting for 'special reasons'. These 'special reasons' are contained within the Trust's Constitution.

2 Overview

The Trust held nine Board meetings in 2014 with no meeting held in February, August or December. It is proposed that this format remains in 2015. Therefore, Trust Board meetings will be held in public between 2.00 pm - 4.30pm.

Dates of the meetings are :

TRUST BOARD DATES 2015	
29 th January	30 th July
26 th March	24 th September
30 th April	29 th October
28 th May	26 th November
25 th June	

3 Recommendation

The Board is asked to:

1. Approve the Schedule of Business for 2015.

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2015														Lead Director
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

RISK AND QUALITY													
Quality Report	X		X	X	X	X	X		X	X	X		Medical Director/Chief Nurse
Safer Staffing levels	X		X	X	X	X	X		X	X	X		Chief Nurse
Annual report of Child Safeguarding	X												Chief Nurse
Board Assurance Framework	X			X			X			X			Acting Company Secretary
Trust Risk Register	X			X			X			X			Chief of Patient Safety
Health and Safety Report				X						X			Deputy Chief Executive
Result of National Patients survey						X							Chief Nurse
Patient Story	X			X		X			X		X		Chief Nurse
Team ASPH/MDT Stories			X		X		X			X			Chief Nurse
Learning Disabilities update										X			Chief Nurse
OPERATIONAL PERFORMANCE													
Balanced Scorecard	X		X	X	X	X	X		X	X	X		Executive Team
Performance Report	X		X	X	X	X	X		X	X	X		Deputy Chief Executive

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2015														Lead Director
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

Working Capital Facility				X										Director of Finance and information
Information Governance Toolkit			X											Director of Finance and information
Monitor Submission - Q3 Monitoring Report	X													Deputy Chief Executive Director of Finance and information
Monitor Submission - Q4 Monitoring Report				X										
Monitor Submission - Q1 Monitoring Report							X							
Monitor Submission - Q2 Monitoring Report									X					
TO RECEIVE														
Annual Child Protection Report					X									Chief Nurse
Annual Complaints and PALS Report				X										Chief Nurse
Annual Claims Report						X								Chief Nurse
Organ Donation Report	X													Chief Nurse
Equality and Diversity Annual Report (SES)			X											Director of Workforce &OD
Annual Report from Audit Committee					X									Director of Finance and Information
Annual report from IGAC				X										Chief Nurse
Annual report from Finance Committee							X							Director of Finance and information

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2015																	Lead Director
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					

Annual report from Trust Executive Committee										X				Chief Executive
Annual Report from Workforce Committee						X								Director of Workforce &OD
Annual Report from Charitable Funds Committee												X		Chair of Committee
Charitable Committee Minutes												X		Chair of Committee
Audit Committee Minutes	X			X		X			X			X		Director of Finance and information
Integrated Governance and Assurance Committee Minutes	X		X	X	X	X	X		X	X		X		Chief Executive
Finance Committee Minutes	X		X	X	X	X	X		X	X		X		Director of Finance and information
Trust Executive Committee Minutes	X		X	X	X	X	X		X	X		X		Chief Executive
Workforce and OD Committee Minutes	X			X		X			X			X		Director of Workforce Transformation
Remuneration Committee/Nominations Committee Minutes (when scheduled)														Director of Workforce Transformation
Sustainable Development Report				X						X				Deputy Chief Executive
Patient led assessment of the care environment (PLACE)									X					Deputy Chief Executive
Annual Reports and Accounts timetable	X													Acting Company Secretary
Schedule of Business	X													Acting Company Secretary

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2015	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
---------------------------------------------------------------------------------------------------------------------------------------------	------------	------------	--------------	--------------	------------	-------------	-------------	------------	-------------	------------	------------	------------	----------------------