



Ashford and St. Peter's Hospitals
NHS Foundation Trust

TRUST BOARD
30 January 2020

AGENDA ITEM	17.3
TITLE OF PAPER	Trust Board Schedule of Business
Confidential	NO
Suitable for public access	YES
PLEASE DETAIL BELOW THE OTHER SUB-COMMITTEE(S), MEETINGS THIS PAPER HAS BEEN SUBMITTED	
n/a	
<u>STRATEGIC OBJECTIVE(S):</u>	
Quality Of Care	Y
People	Y
Modern Healthcare	Y
Digital	Y
Collaborate	Y
EXECUTIVE SUMMARY	
	<p>The paper proposes a work plan for the calendar year 2020 which includes a reduced frequency of Trust Board meetings, with no meetings in February, April, June and October. 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.</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>
RECOMMENDATION:	Decision
SPECIFIC ISSUES CHECKLIST:	
Quality and safety	

Patient impact	
Employee	
Other stakeholder	
Equality & diversity	
Finance	
Legal	The Trust must uphold high levels of governance to fulfil its statutory responsibilities as a NHS Trust.
Link to Board Assurance Framework Principle Risk	
AUTHOR	Liz Davies, Acting Company Secretary, Sal Maughan, Associate Director of Corporate Affairs & Governance
PRESENTED BY	Andy Field, Chairman
DATE	24 January 2020
BOARD ACTION	Decision

1.0 Introduction

Following the regular annual update of the Trust Board schedule of business and a review of the frequency of Board meetings, this paper sets out a proposed new schedule and frequency of Board meetings (Appendix A). It is proposed that the Board moves to six formal public meetings per year. The Board is reviewing the frequency of its meetings for the following reasons:

- The Trust has not reviewed the Board meeting frequency for some years.
- A new governance structure was introduced in 2018, which saw the re-alignment of Board sub-committees to the new Trust strategic objectives; this structure is now well embedded and as such offers a stable position from which to review the frequency of Board meetings
- Any time spent in Board and sub board meetings is both costly in terms of attendees and those that support the production of papers and therefore should be proportionately judged against the outcomes achieved.

This proposal is not intended to reduce the level of information available to the Board members, which is necessary for the effective performance of their duties. The Trust has a culture of open engagement between Executives and Non-Executives including:

- Regular engagement between the Chair and the Chief Executive;
- Regular engagement between lead Executives and relevant Board sub-committee Chairs;
- Information shared electronically with all Non-Executive Directors e.g. briefings and external reports.

The Trust intends to continue this culture of open engagement which enables all Board members to discharge their statutory obligations effectively.

2.0 Proposal

In reviewing the proposal to reduce the number of public meetings held each year and the reports to be covered at each meeting, the Board should consider the following:

- A benchmarking exercise of other Trusts. Some of which were rated as 'Outstanding' by the Care Quality Commission: Most other NHS Trust Board's now meet, on average, six times per year. Detail at Appendix B.
- That for the first year, the Board will continue to hold, in shadow format, the calendar dates for those meetings proposed to be removed.
- Sign off timetable for annual plans, annual accounts and other regulatory requirements as well as the current cycle of business for the Board.
- What impact the new meeting structure would have on the Board's engagement with staff and patient stories. Also whether it would be beneficial to focus on a larger proportion of patient stories in the public Board meetings.
- A consideration of the opportunities this offers to schedule Board development sessions in intervening months.
- It is not proposed to alter in any way, the standing weekly calendar invite for virtual Board meetings.

- The intention is to streamline the production of performance, quality and workforce data to ensure there is adequate opportunity to provide detailed analysis in reports to Board sub-committees whose role it is to obtain assurance on behalf of the Trust Board.
- It is recognised that currently and with the newly proposed schedule there can be a time lag in the submission of sub-committee meeting minutes to the Trust Board. To ensure there is prompt and clear escalation to Trust Board of any key issues or risks, it is proposed that a standing agenda item is to be included for each subcommittee: *key issues for escalation to Board*. These should be agreed by each sub-committee meeting and a verbal update provided by the Chair to the next meeting of the formal Trust Board.

3.0 Recommendations

Based on considerations presented in section 2.0 above, the Board is asked to support the following recommendations:

1. Public Boards move to six per year.
2. Private Boards are timetabled as six per year with the optionality of a weekly virtual meeting as required.
3. Private board continues to be scheduled to take place on the same day as the Public Board.
4. The dates for the Board days will remain the same (i.e. last Thursday of each month)
5. The dates proposed to be removed will remain in shadow format for 2020.

Ashford & St Peter's Hospitals NHS Foundation Trust	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director

Health and Safety Report:							X				X		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
Emergency Preparedness, Resilience and Response											X		Chief Operating Officer
Patient Story			X				X				X		Chief Nurse
Seven Day hospital services programme (7DS) bi-annual reporting					X						X		
Director of Infection Prevention Control Annual report (QCC)							X						Medical Director
Guardian of Safe Working Annual Report							X						Chief of Patient Safety
Annual Claims Report (Closed)							X						Chief Nurse
Organ Donation Report			X										Medical Director
Annual SI-Incidents Report (Closed)					X								

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2020														Lead Director
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

MODERN HEALTHCARE																				
Jan	Feb	Mar	May	Jun	Jul	Sep	Oct	Nov												
Committee Minutes:										X		X		X		X		X		Director of Finance
Jan to Mar Bd	Feb to Mar Bd	Mar to May Bd	May to Jul Bd	Jun to Jul Bd	Jul to Sep Bd	Sep to Nov Bd	Oct to Nov Bd	Nov to Jan Bd												
Balanced Scorecard										X		X		X		X		X		Executive Team
Performance Report										X		X		X		X		X		Director of Operations
Progress against Corporate Objectives												X				X			X	Director of Finance and Information
Annual Sustainable Development Report (tbc)																				Director of Finance/Director Estates and Facilities
Patient led assessment of the care environment (PLACE)												X								Director of Finance/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
Jan to May Board	Mar to Jul Board	May to Sep Board	Jul to Nov Board	Sep to Jan Board	Nov to Mar Board															
Staff Story										X				X			X			Director of Workforce Transformation
Annual Report to Board																	X			Director of Workforce Transformation

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	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	

Results of National Staff Survey			X										Director of Workforce Transformation
Equality and Diversity Annual Report (SES) inc Workforce Race Equality Standard (WRES)									X				Director of Workforce Transformation
STRATEGIC CHANGE													
Jan	Apr	July	Oct										
Committee Minutes (agreed virtually):													
Jan to Mar Board	Apr to May Board	July to Sept Board	Oct to Nov Board			X	X			X		X	Director of Strategy & Sustainability
Annual Report to Board									X				
INTEGRATED DIGITAL													
Jan	Apr	July	Oct										
Committee Minutes							X	X				X	Director of Finance & IT
Jan to May Board	Apr to July Board	Jul to Nov Board	Oct to Mar Board										
Annual Report to Board												X	Director of Finance & IT
TRUST BOARD AS CORPORATE TRUSTEE OF ASPH NHS FOUNDATION TRUST CHARITABLE FUND													
Charitable Committee Minutes quarterly						X	X	X				X	Director of Finance & IT
Mar to Jul Board	Jun to Nov Board	Sep to Mar Board	Dec to May Board										
Annual Report & Accounts Charitable Funds Committee												X	Director of Finance & IT

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	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	

REGULATORY													
Approve NHSI Annual Plan submission			X										Director of Finance and information
Approve Annual Business Plan and Budget Revenue and capital Budgets 2019/2020			X										Director of Finance and information
Draft Quality Account Priorities for the year ending 2019			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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TO RECEIVE	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Trust Executive Committee Minutes	X		X		X		X		X		X		Chief Executive
Annual Reports and Accounts timetable	X												Trust Board Secretary

