Agenda Item: 14

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors Forward Planning

Please note: due to Covid-19 this Forward Planner is currently under review

Monthly Agenda Items

Item	Responsible Officer	Agenda
Clinical Presentation / Patient Story	MD	Public
CEO's update	CEO	Public
Chairman's Update	Chair	Public
Integrated Performance Report (data pack) and Exception Reports (Quality, Operational Performance, Finance and Workforce)	All EDs	Public
Business Cases	As appropriate	Public / Private
Risk Register, scoring 15 or more	MD	Public / Private
BAF update	CEO	Public
Assurance Reports from Committees	Committee Chairs	Private
Nursing & Midwifery Workforce	Chief Nurse	Public
Whistleblowing / FTSU	Dir. HR&OD	Private
CNST Update	Chief Nurse	Public / Private

Board of Directors' - Annual Business Cycle and Forward List

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP	OCT Q2	NOV	DEC
Annual Plan Review	DoF					✓							
Annual Accounts	DoF					✓							
Annual Report	DoF					✓							
Annual Governance Statement -Quality Report	CEO Chief Nurse					✓ ✓							
Annual Report - Audit Cmte	AC Chair					✓							
Annual Report – Quality Committee	QC Chair									✓			
Annual Report – Finance & Activity Committee	F&AC Chair									✓			
Annual Report – People Cmte	PC Chair							✓					
Annual Report – Education Committee	EC Chairman										✓		
Board Self-Assessment of compliance with ToR	Trust Chairman				✓								
Self-Assessment of compliance with Licence Conditions	Trust Chairman					✓							
Corporate Governance Statement	Trust Chairman						✓						
Annual Budgets	DoF			✓									
Contracting	DoF			✓									
Committee ToRs	Co. Sec												
Company Seal Register	Co. Sec.	✓ Q3			✓Q4			✓Q1			✓Q2		
Emergency Preparedness, Resilience, Response (EPRR) and Business Continuity Assurance	COO								✓				
Going Concern Declaration	DoF			✓									
Register of Interests - update	Co. Sec			✓		✓				✓			
Nursing revalidation update	Chief Nurse		✓			✓			✓			✓	
NMC Referrals	Chief Nurse		✓			✓			✓			✓	
Nursing & Midwifery Skill Mix review	Chief Nurse		✓ Private	✓ Public					✓ Private	✓ Public			
Research and Development update Working (TO EDUCATION COMMITTEE FROM JAN 2020)	MD			✓				✓				✓	

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP	OCT Q2	NOV	DEC
Winter Plan	**COO**									✓			
Fire report	**COO**		✓			✓			✓	✓			✓
Guardian of Safe Working (TO EDUCATION COMMITTEE FROM JAN 2020)	**MD**					✓						✓	
Staff Survey results	**Dep CEO/HRD**									✓			
Freedom to Speak Up report	**FTSUG**	✓						✓					
Monthly Improvement plans: Urgent Care Cancer Planned Care (TO EXEC- GROUP FROM MARCH)	**COO**							✓	✓	✓	✓	✓	✓

CEO = Chief Executive
COO = Chief Operating Officer
DoF = Director of Finance
HRD = Human Resources Director
MD = Medical Director
Co. Sec. = Company Secretary
CN = Chief Nurse

March 2020
UEA MOU