The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

# Board of Directors Forward Planning

**Note:**

- The following sets out the proposed Board agendas for 2020 – 21. The agendas comply with statutory reporting requirements and takes into account changes issued under national guidance through NHS Improvement *'Reducing burden and releasing capacity at NHS providers and commissioners to manage the Covid-19 pandemic'* (28 March 2020).

## Standard Agenda Items

| Item | Responsible Officer | Agenda | Review comments |
|---|---|---|---|
| Clinical Presentation / Patient Story | Chief Nurse | Public | |
| Covid-19 update | COO | Public/Private | |
| Post COVID transition update | Dir. Transformation | Private | |
| 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 | |
| STP updates | Dir. Strategy | Public / Private | |
| Business Cases | As appropriate | Public / Private | |
| Risk Register, scoring 15 or more | Dir. Patient Safety | Public | |
| BAF update | Dir. Patient Safety | Public | Frequency for new style BAF to be confirmed |
| Assurance Reports from Committees | Committee Chairs | Private | |
| Nursing & Midwifery Workforce | Chief Nurse | Public | Pause whilst in COVID |
| CNST Update (annual) | Chief Nurse | Private | |
| Quality - SI themes and learning | Dir. Patient Safety | Private | |
| MD Report | Medical Director | Private | |
| People Report | Dir. HR | Private | |
| Finance monthly report | Dir. Finance | Private | |
| Finance CIP update | Dir. Transformation | Private | |

**Board of Directors' - Annual Business Cycle and Forward List**

| Item | Responsible Officer | Month | Agenda | Commentary |
|---|---|---|---|---|
| **May 2020** | | | | |
| Annual Budgets | Director of Finance | May | Private | Update position; then pending national guidance |
| Contracting | Director of Finance | May | Private | Update position; then pending national guidance |
| Board Self-Assessment of compliance with the Board's Terms of Reference | Chairman | May | Private | As scheduled, in line with expiration of current ToR. (expired April 20) |
| Self-Assessment of compliance with Licence Conditions (G6 and CoS7) | Chairman | May | Private | As scheduled. Timescale set nationally |
| Annual Accounts | Director of Finance | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Annual Report | Director of Finance | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Annual Governance Statement | CEO | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Going Concern Declaration | Director of Finance | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Quality Report | Director of Patient Safety | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Annual Report - Audit Committee and Terms of Reference | Chair of Audit Committee | May | Extraordinary Board | Through extraordinary Board meeting as per usual schedule |
| Corporate Governance Statement (FT4) | Chairman | June | Extraordinary Board | As scheduled. Timescales set nationally |
| **June 2020** | | | | |
| Register of Interests – Update (Qtly) | Trust Secretary | June | Public | Last received at Board in March 20. |
| Corporate Strategy | Deputy CEO | June | Public | |
| CIP Plan 2020/21 | Director of Transformation | June | Private | |
| Board Assurance Framework | Director of Patient Safety | June | Public | Aligned with Corporate Strategy timescale |
| **July 2020** | | | | |
| Freedom to Speak Up Report | Deputy CEO /FTSUG | July | Public | As scheduled; national requirement for presentation to Board twice per annum |
| Company Seal register (Qtly Q1) | Trust Secretary | July | Public | As scheduled |
| Winter Planning | Chief Operating Officer | July | Private | Previously in October |
| CIP Plan 2020/21 | Director of Transformation | July | Private | |
| National Inpatient Survey Results | Chief Nurse | July | Public | Timing dependent on national publication |
| National Cancer Survey Results | Chief Nurse | July | Public | Timing dependent on national publication |
| **August 2020** | | | | |
| Quality Account 2019/20 | Director of Patient Safety | August | Public | |
| Corporate Strategy KPIs (Quarterly report – Q1) | Dep. CEO | August | Public | |
| Board Assurance Framework | Director of Patient Safety | August | Public | |
| **September 2020** | | | | |
| Register of Interests – Update (Qtly) | Trust Secretary | September | Public | As scheduled |
| Workforce Race Equality Standard and Disability Equality Standard | Dep CEO | September | Public | |

| | | | | |
|---|---|---|---|---|
| **October 2020** | | | | |
| Annual Report – People Committee | Chair of People Committee | October | Public | Deferred from July 2020 |
| Staff Survey results | Deputy CEO | October | Public | As scheduled |
| Review of winter 2019/20 | COO | October | Public | |
| Winter plan 2020/21 | COO | October | Private | |
| Company Seal register (Qtly Q2) | Trust Secretary | October | Public | As scheduled |
| **November 2020** | | | | |
| Nursing & Midwifery Skill Mix review | Chief Nurse | November | Private | Deferred from August. Potential for postponement if national guidance issued. Currently aligned to twice yearly requirement, |
| Emergency Preparedness, Resilience, Response (EPRR) and Business Continuity Assurance | COO | November | Public | National requirement. Have postponed from August. Potential national guidance to be issued. |
| Annual Report – Quality Committee | Chair of Quality Committee | November | Public | Deferred from September |
| Annual Report – Finance & Activity Committee | Chair of Finance Committee | November | Public | Deferred from September |
| Corporate Strategy KPIs (Quarterly report – Q2) | Dep. CEO | November | Public | |
| **December 2020** | | | | |
| Nursing & Midwifery Skill Mix review | Chief Nurse | December | Public | Potential for postponement if national guidance issued. Currently aligned to twice yearly requirement |
| Annual Report – Education Committee | Chair of Education Committee | December | Public | Deferred from October |
| Fire Report | COO | December | Public | As scheduled. Need to confirm this only needs to be presented one time per annum. |
| Register of Interests – Update (Qtly) | Company Secretary | December | Public | As scheduled |
| **January2021** | | | | |
| Company Seal register (Qtly Q3) | Trust Secretary | January | Public | As scheduled |
| Freedom to Speak Up Report | Deputy CEO / FTSUG | January | Public | As scheduled; national requirement for presentation to Board twice per annum |
| Committee Terms of Reference | EC Chairman | January | Public | As annual timetable |
| Equality, Diversity and Inclusion (6 monthly update) | CEO | January | Public | Bi-annual report to Board |
| **February 2021** | | | | |
| Nursing Revalidation Update | Chief Nurse | February | Public | As per quarterly reporting. Presumes return to standard reporting after initial 3 month delay. |
| Corporate Strategy KPIs (Quarterly report – Q3) | Deputy CEO | February | Public | |

| **March 2021** | | | | |
|---|---|---|---|---|
| Register of Interests – Update (Qtly) | Trust Secretary | March | Public | As scheduled |
| Annual Budgets | Director of Finance | March | Private | As scheduled |
| Contracting | Director of Finance | March | Private | As scheduled |
| **Other** | | | | |
| Annual Plan Review | Director of Finance | May | Public | Suspended as per Reducing burden and Releasing Capacity (28 March 2020). Will await further guidance. |