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				
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 Finance & Activity Committee	November	Public	Deferred from September
Annual Report – People Committee	Chair of People Committee	November	Public	Deferred from July
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
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
Annual Report – Education Committee	Chair of Education Committee	January	Public	Deferred from November
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.