The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors Forward Planning

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, 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 & Performance Committee	Q&PC Chair									✓			
Annual Report – Finance & Activity Committee	F&AC Chair									✓			
Annual Report – Workforce Cmte	WC Chair							✓					
Board Self-Assessment of compliance with ToR	Trust Chair				✓								
Self-Assessment of compliance with Licence Conditions	Trust Chair					✓							
Corporate Governance Statement	Trust Chair						✓						
Annual Budgets	DoF			✓									
Contracting	CTO			✓									
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	MD			✓				✓				✓	
Winter Plan	COO									✓			
Fire report	DoF		✓			✓			✓	✓			✓
Guardian of Safe Working	MD					✓						✓	

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP	OCT Q2	NOV	DEC
Staff Survey results	**Dir. HR&OD**									✓			
Freedom to Speak Up report	**FTSUG**	✓						✓					
Monthly Improvement plans: **Urgent Care** **Cancer** **Planned Care**	**COO**							✓	✓	✓	✓	✓	✓

CEO = Chief Executive
COO = Chief Operating Officer
DoF = Director of Finance
Dir. HR&OD = Director of HR&OD
MD = Medical Director
Co. Sec. = Company Secretary
CN = Chief Nurse
CTO = Chief Transformation Officer

February 2020
UEA MOU