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
Chair's Update	Chair	Public
Education	HoW	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
Chairs' Key Issues from Committees	Committee Chairs	Private
Nursing & Midwifery Workforce	DoN	Public
Whistleblowing	HoW	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 incl:	DoF					✓							
-Annual Accounts	DoF					✓							
-Annual Report	DoF					✓							
-Annual Governance Statement	CEO					✓							
-Quality Report	DoN					✓							
Annual Report - Audit Committee	AC Chair					✓							
Annual Report – Risk Committee	RC Chair											✓	
Annual Report – Quality & Safety Committee	Q&SC Chair									✓			
Annual Report – Finance & Performance Committee	F&PC Chair									✓			
Annual Report – Workforce Committee	WC Chair					✓							
Annual Report – Health & Safety Committee	DoF							✓					
Annual Report – Infection Control	DoN							✓					
Annual Report – Nursing & Midwifery (6-month update)	DoN			✓						✓			
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	DS&IT			✓		✓							
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			✓									
NHSI Quarterly Regulatory Submissions	DoF	✓ Q3			✓Q4			✓Q1			✓Q2		
Register of Interests - update	Co. Sec			✓		✓				✓			
Nursing revalidation update	DoN		✓			✓			✓			✓	
NMC Referrals	DoN		✓			✓			✓			✓	

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP	OCT Q2	NOV	DEC
Research and Development update	**MD**							✓				✓	
Winter Plan	**COO**										✓		
Fire report	**DoF**		✓			✓			✓			✓	
Guardian of Safe Working	**MD**		✓		✓			✓			✓		
Staff Survey results	**HoW**									✓			

CEO = Chief Executive
COO = Chief Operating Officer
DoF = Director of Finance
HoW = Head of Workforce
MD = Medical Director
Co. Sec. = Company Secretary
DN = Director of Nursing
DS&IT = Director of Strategy and IT