NHS
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 | DoF | | | | | ✓ | | | | | | | |
| Annual Accounts | DoF | | | | | ✓ | | | | | | | |
| Annual Report | DoF | | | | | ✓ | | | | | | | |
| Annual Governance Statement -Quality Report | CEO<br>DoN | | | | | ✓<br>✓ | | | | | | | |
| 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 – 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 | | | ✓ | | | | | | | | | |
| Register of Interests - update | Co. Sec | | | ✓ | | ✓ | | | | ✓ | | | |
| Nursing revalidation update | DoN | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| NMC Referrals | DoN | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| Nursing & Midwifery Skill Mix review | 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** | | | | | | | | | ✓ | | | |
| **Freedom to Speak Up report** | **FTSUG** | | | | | | | | | | | ✓ | |

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