The Queen Elizabeth Hospital NHS
King's Lynn
NHS Foundation Trust

Board of Directors Forward Planning

Monthly Agenda Items

Item	Responsible Officer
Clinical Presentation	GH
Patient Story	GW
CEO's update	PW
Chair's Update	KG
Integrated Performance Dashboard	BC
Capital & Revenue Budget updates	DS
Business Cases	As appropriate
Risk Register, scoring 20 or more	GW
BAF Red Risks monthly update	GR
Chair's Key Issues from Sub-Comms	SH / SG / VH / JH / NH
Safeguarding Incidents Children / Vulnerable Adults	GW
Serious Incidents	GW

Board of Directors Agenda Annual Cycle and Forward List

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP (AGM)	OCT Q2	NOV	DEC
Capital Programme	DPI/ DoF			✓	✓								
Annual Plan	DPI/ DoF					✓							
Business Planning Framework	DoO			✓	✓	✓				✓			
Annual Accounts	DoF					✓				✓			
Annual Report	DoF					✓				✓			
SIC	CEO					✓				✓			
Quality Account	DPI/MD					✓				✓			
Compliance Framework Submission	DPI/DoF	✓ Q3			✓Q4			✓Q1			✓Q2		

CONFIDENTIAL

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP (AGM)	OCT Q2	NOV	DEC
Revenue Budget setting	**DoF**			✓									
Terms of FT Authorisation	**Dep. CEO**			✓						✓			
Audit Committee Annual Report	**AC Chair**				✓								
Register of Interests - update	**DoN**			✓			✓			✓			✓
CQC Self Assessed Compliance declaration and review	**DoN/DPI**												
Board Assurance Framework – full version	**DoN**	**✓ Q3**			**✓Q4**			**✓Q1**			**✓Q2**		
~~**Going Concern Declaration**~~	~~**DoF**~~		~~✓~~										
Board Self Assessment of compliance with ToR	**Trust Chair**												✓
Company Seal Register	**DoN**	**✓ Q3**			**✓Q4**			**✓Q1**			**✓Q2**		

DoF = Director of Finance
CEO = Chief Executive
MD = Medical Director
DoO = Director of Operations
DN = Director of Nursing

DPI = Director of Performance & Informatics
Deputy CEO = Deputy CEO
DHR&OD = Director of Human Resources & Organisational Development
DoI = Director of Integration

CONFIDENTIAL

TRUST BOARD FORWARD LIST

KEY	**Bold (slipped)**	*Italics (brought forward)*	**SUGGESTED DELEGATION**

March 2012

- Clinical Presentation; Stroke by Mr Raj Shekhar – GH
- KPMG update – DS/SH **private**
- Monitor Escalation position – PW
- KPMG update – DS/SH **private**

May 2012

- Joint Academic Venture Board - LP
- Clinical presentation – Trauma team (confirmed)

July 2012

- Clinical presentation; Research in QEH – Dr Moondi (confirmed)
- Post project evaluation for MRI – GH/BC
- 'Reasons for leaving the QEH' 12 month review of staff turnover – IV (256/11)

September 2012

- Clinical presentation; Dementia

November 2012

CONFIDENTIAL