The Queen Elizabeth Hospital NHS
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, Finance, Workforce)	DPP	Public
Business Cases	As appropriate	Public/Private
Risk Register, scoring 15 or more	MD	Public
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 Account	DoN					✓							
Annual Report - Audit Committee	AC Chair					✓							
Annual Report – Risk Committee	RC Chair											✓	
Annual Report - Quality Committee	QC Chair									✓			
Annual Report – Finance & Performance Committee	FC 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				✓								
Budgets	DoF			✓									
Contracting	DoF			✓		✓							
Committee ToRs	Co. Sec												
Company Seal Register	Co. Sec.	✓ Q3			✓Q4			✓Q1			✓Q2		
Going Concern Declaration	DoF					✓							
Monitor Risk Assessment Framework (RAF) Submissions	DoF	✓ Q3			✓Q4			✓Q1			✓Q2		
Nurse and Medical Education	DoN/DoHR		✓			✓			✓			✓	
Register of Interests - update	Co. Sec			✓		✓				✓			
Nursing revalidation update	DoN		✓			✓			✓			✓	
NMC Referrals	DoN		✓			✓			✓			✓	
Research and Development update	Dep.MD							✓				✓	
Winter Plan	COO										✓		

REPORT	LEAD *	JAN Q3	FEB	MAR	APR Q4	MAY	JUNE	JULY Q1	AUG	SEP	OCT Q2	NOV	DEC
Fire report			✓			✓			✓			✓	

CEO = Chief Executive
COO = Chief Operating Officer
DoF = Director of Finance
DoHR = Director of HR
MD = Medical Director
Co. Sec. = Company Secretary
DN = Director of Nursing