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	Dir. HR&OD /	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	CM	Public
Whistleblowing	DoHR	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			✓		✓				✓			
Research and Development update	Dep.MD							✓				✓	
Winter Plan	COO										✓		

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