

AGENDA ITEM NO:

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 29 APRIL 2010**

Title:	ANNUAL CYCLE OF BUSINESS – BOARD OF DIRECTORS
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	David Burbridge, Director of Corporate Affairs, Ext: 2881

Purpose:	To set out the Board of Directors' annual cycle of business for the financial year 10/11.
Confidentiality Level & Reason:	None
Medium Term Plan Ref:	
Key Issues Summary:	<p>The attached document sets out those matters proposed to be considered by the Board of Directors during the financial year 10/11. It is intended to capture those items which the Board of Directors can expect to receive over the course of the financial year to enable it to fulfil its purpose.</p> <p>Additional specific items may be added to an agenda for a particular meeting as directed by the Board of Directors or if considered appropriate by the Chairman.</p> <p>In year amendments to the cycle may be necessary as the Trust reviews and develops its framework of assurance. The Director of Corporate Affairs shall propose such amendments to the Chairman for his approval.</p>
Recommendations:	<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none">○ Approve the attached annual cycle of business;○ Agree that the Chairman may approve amendments to the Annual Cycle during the course of the year.

Signed:	Date: 21 April 2010
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Governance	Health & Safety													Annual report
Governance	Litigation and Insurance report					6 monthly report								6 monthly report
Governance	PPI	Annual report				Quarterly report			Quarterly report	Annual patient survey	Annual patient survey	Results, risks & action plan		
Governance	Emergency Planning Annual Report	Annual report												
	Patient Satisfaction				Quarterly report on Patient Experiences (inc. PPI and Complaints and Claims handling).			Quarterly report on Patient Experiences (inc PPI and Complaints and Claims Handling).						
	GP Satisfaction													GP Survey Report
Governance	Audit Committee	Report from Chair of Audit Committee (approx quarterly - after each meeting)		Report from Audit Committee	Audit Committee minutes (approx quarterly after each meeting)	Audit Committee minutes (approx quarterly after each meeting)		Annual Report	Audit Committee minutes (approx quarterly after each meeting)			Audit Committee minutes (approx quarterly after each meeting)		
	Investment Committee		Report from Investment Committee			Report from Investment Committee		Report from Investment Committee		Report from Investment Committee		Report from Investment Committee		Report from Investment Committee
Governance	Board Agenda	Agree annual business cycle and forward plan for Trust Board.				Review plan				Review plan				Review plan
Governance	Board/Committees Fit for Purpose Review		Review Board Performance		Review SFs/SFIs/Scheme of Delegation & Terms of Reference									
Governance	Other	Officers authorised to use Trust Seal Use of Trust seal				Use of Trust seal			Use of Trust seal			Use of Trust seal		Officers nominated to open tenders
Other		Declaration of Directors' Interests				Diversity and Inclusivity Annual report.		Safe Guarding Children and Young People Annual Report.						Stakeholder Register/Plan

Annual Cycle of Business - Audt Committee

Annual Timeline		May - Q4 reports	June - special purpose meeting	Sept - Q1 reports	Nov - Q2 reports	Feb - Q3 reports	March - special purpose meeting
Governance	Governance Framework	Agree framework for next FY	Sign off SIC for submission to Monitor	Quarterly report	Quarterly report	Quarterly report	
Governance	Annual report/AGM	review assurance, risk and governance statements / declarations in draft Annual Report & Operating and Financial Review	Sign off Annual Accounts, Annual Report for submission to Monitor and Management Letter				Draft SIC
Governance	Medium Term Plan - Principal Risks	Quarterly update Review and approve principal risks to achieving objectives set out in the medium term plan		Quarterly update	Quarterly update	Quarterly update	
Governance	Risk Management	Risk heat map and action plan update report.		Risk heat map and action plan update report.	Risk heat map and action plan update report.	Risk heat map and action plan update report.	Approve Corporate risk Register
Governance	Risk management	Detailed review of part of risk register	Approval of Risk Management Policy and related Policies.	Detailed review of part of risk register	Detailed review of part of risk register	Detailed review of part of risk register	
Governance	Assurance framework	Review Assurance Framework content and effectiveness.	Assurance Framework update report.	Assurance Framework update report.	Assurance Framework update report.	Assurance Framework update report.	
Governance	NHSLA risk management	progress report on NHSLA Action Plan.		progress report on NHSLA Action Plan.	progress report on NHSLA Action Plan.	Action plan for NHSLA Risk management	
Governance	External Standards			Annual audit letter			
Governance	Standards for Better Health				Interim report on progress on S4BH self-assessment		Review Standards for Better Health process and declaration
Governance	New Hospital project financial risks	Update report		Update report	Update report	Update report	
Governance	Policy					Annual report on compliance with the Policy for the Development and management of Controlled Documents	
Governance	Information Governance issues			Information Governance half yearly report			Information Toolkit Annual Report.
Governance	Research Governance issues	half yearly report			Annual report		
Governance	Health & Safety Governance issues	Annual report		Quarterly report	Quarterly report	Quarterly report	
Governance	Clinical Quality	Annual report		quarterly report	quarterly report	quarterly report	
Governance	Complaints	Complaints and Claims Handling Annual Report		Quarterly report	Quarterly report	Quarterly report	
Governance	External Audit	External Audit progress report	External Audit Plan	External Audit progress report	External Audit progress report 2007/08.	External Audit progress report	
Governance	External Audit		ISA260	External Audit Letter			
Governance	External Audit			Agreement of External Audit plans and fees, timetable and plans Private meeting with Auditors.			
	Internal audit	Receipt of Annual Internal Audit Report and associated		Internal Audit Progress report	Internal Audit Progress report	Internal Audit Progress report	Annual plan Private discussions with Internal Audit
Governance	LCFS	LCFS Annual Report		LCFS progress report	LCFS progress report	LCFS progress report	LCFS Work Plan
Governance	Finance				Review of losses and special payments		
Governance	VFM	Single Tender Actions report		Single Tender Actions report	Single Tender Actions report	Single Tender Actions report	
Effectiveness	Committee Agenda	Review plan	Review plan	Review plan	Review plan	Review plan	Agree annual business cycle and forward plan for Committee. Approval of meetings
Effectiveness	Committee Fit for Purpose Review			Produce annual Audit Committee report	Note business of other committees and review inter-relationships Review SFs/SFIs/Scheme of Delegation & Terms of Reference		Self assessment of committee's effectiveness
Effectiveness	External Auditor			Assess effectiveness of External Auditor			
Effectiveness	Internal Audit	Assess effectiveness of Internal Audit					

Annual Timeline		Apr	May	June
Governance	Governance Framework	Annual report	draft SIC	Sign off Annual Accounts, Annual Report and SIC for submission
Governance	Assurance Framework & Risk Management	Approve Corporate risk Register and Assurance Framework for coming	NHSLA Risk management Standards	
Governance	Committee Agenda	Approval of meetings for new year.	Agree annual business cycle and	
Governance	Committee Fit for Purpose Review	Review Board Performance	Review SFs/SFIs/Scheme of Delegation & Terms of Reference	
Governance	External & internal audit		Receive report	
Other				

Note business of other committees and review inter-relationships
Self assessment of committee's effectiveness
Briefing/Update sessions
Review of other reports and policies as appropriate e.g. changes to Standing Orders and Standing Financial Instructions, changes to accounting policies
Produce annual Investment Committee report

Financial Strategy and Investments Committee - Monthly		MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues. To include Charitable Funds
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Human Resources Committee - bi-monthly			Review of Trust Assurance Framework-principle objectives and risks Pay Modernisation Report Diversity and Inclusivity Working Group Report	Review of Trust Assurance Framework-principle objectives and risks Pay Modernisation Report Electronic Staff Record Update
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MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues and to include Charitable Funds	MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues and to include Charitable Funds	MAS & Capital Management, business cases, investment issues
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Review of Trust Assurance Framework - principle objectives and risks Pay Modernisation Report Electronic Staff Record Update	Principal Risk Register. NHSLA Action Plan. Divisional Reports Policy and Strategy for Managing Risk Reports from Quality Forums	
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Feb	March
	Agree framework for next FY
	Set forward plan for year
	Annual audit plan

MAS & Capital Management, business cases, investment issues	MAS & Capital Management, business cases, investment issues and to include Charitable Funds
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Annual NHS Timeline	Apr	May	June	July	Aug	Sept
HR issues - IWL dates - negotiable				Submission to next level if applicable	Trump card for HC scoring	
Board Committee Fit for Purpose Review		Review Terms of Reference				
Board Agenda	Review plan			Review plan		

Remuneration Committee - bi-monthly		Pay Modernisation Report Local ACCA recommendations	Pay Modernisation Report			
Nomination Committee - bi-annually	Board level Evaluation process		Board level Evaluation process. Discussion with BofG Appointments committees			Update on Appointments Committee progress

Oct	Nov	Dec	Jan	Feb	March
Review plan			Set forward plan for year		

Pay Modernisation Report Benchmarking Review of salaries				Annual Pay uplift for Executive Directors and very senior managers	
		Update on Appointments Committee progress			

Annual NHS Timeline	Apr	May	June	July	Aug	Sept
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<i>Board of Governor meetings</i>	Meeting		Developmental session	Meeting		Meeting & Members meeting
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Oct	Nov	Dec	Jan	Feb	March
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	Annual Planning Workshop with the Board of Governors	Meeting			
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Annual NHS Timeline	Apr	May	June	July	Aug	Sept
Board Committee Fit for Purpose Review		Review Terms of Reference				
Board Agenda	Review plan			Review plan		

Oct	Nov	Dec	Jan	Feb	March
Review plan			Set forward plan for year		

Annual NHS Timeline	Apr	May	June	July	Aug	Sept
Board Committee Fit for Purpose Review		Review Terms of Reference				
Board Agenda	Review plan			Review plan		

Oct	Nov	Dec	Jan	Feb	March
Review plan			Set forward plan for year		

Trust Management Team monthly	Cancer Management Board Quarterly Update. JONAH Project Quarterly Update Connecting for Health Quarterly Update Training & Education Quarterly Update	Capital Management Group Update. Theatre Management group Quarterly Update. Critical Care Group Quarterly Update. Medicines Management Quarterly Update		Cancer Management Board Quarterly Update. JONAH Project Quarterly Update Connecting for Health Quarterly Update Training & Education Quarterly Update		Capital Management Group Update. Theatre Management group Quarterly Update. Critical Care Group Quarterly Update. Medicines Management Quarterly Update	Cancer Management Board Quarterly Update. JONAH Project Quarterly Update Connecting for Health Quarterly Update Training & Education Quarterly Update	Capital Management Group Update. Theatre Management group Quarterly Update. Critical Care Group Quarterly Update. Medicines Management Quarterly Update
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CEAG		Corporate Performance Management Report (CPMR): (Finance, Access, Workforce). Quarterly CIP Report. Clinical Governance Report (CGR): See attached Reporting Plan. Annual Plan Implementation Report (Q4).	CPMR: (Finance, Access, Workforce).	
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Annual Plan Implementation Report (Q1).	
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Cancer Management Board Quarterly Update. JONAH Project Quarterly Update	Connecting for Health Quarterly Update Training & Education Quarterly Update	Capital Management Group Update. Theatre Management group Quarterly Update. Critical Care Group Quarterly Update. Medicines Management Quarterly Update	
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Annual Plan Implementation Report (Q2)		Quarterly report on Patient Experiences (inc PPI and Complaints and Claims Handling)	Annual plan implementation Report (Q3).		Quarterly report on Patient Experiences (inc. PPI and Complaints and Claims Handling)
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