

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 24 MARCH 2016

Title:	ANNUAL CYCLE OF BUSINESS
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	Sarah Snowden, Corporate Affairs Ext: 14323

Purpose:	To seek approval of the proposed Board of Directors' annual cycle of business for the financial year 16/17.
Confidentiality Level & Reason:	None
Annual 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 16/17. 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>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 Chair for her 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 Chair may approve amendments to the Annual Cycle during the course of the year.

Approved by: David Burbridge	Date: 16 March 2016
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ANNUAL CYCLE OF BUSINESS
PRESENTED BY DIRECTOR OF CORPORATE AFFAIRS

1. **Changes to the Annual Cycle of Business for the year 2016/17**
- 1.1 Changes have been incorporated into the Annual Cycle of Business for the year 2016/17 and an Appendix is attached detailing the revised proposal. These updates include the following:
 - 1.1.1 Board of Directors (“BoD”) meetings will now be held quarterly in April, July, October and January. In addition, two special purpose meetings will be held each year, one in May to receive the Annual Reports and Accounts, and one in March to agree the Annual Plan, thereby giving a total of 6 BoD meetings annually.
 - 1.1.2 Clinical Quality Committee (“CCQ”) meetings will take place five times each year, in May, June, September, November and February. Reports for Clinical Quality, Care Quality, Corporate Governance and Performance Monitoring will be presented at this meeting but in a shorter format detailing exceptions only. The Committee will use the remaining time to look at specific issues for discussion and review.
 - 1.1.3 The Integrated Incidents, Complaints and Claims Report is now submitted to all CCQ meetings – this report had previously been received by the Audit Committee.
 - 1.1.4 Titles of some papers have changed in line with workflows such as the two papers originally submitted by the Chief Nurse on Patient Care and Infection Control are now amalgamated.
 - 1.1.5 The Appendix also contains details of Council of Governors (“CoG”) meetings, subject to approval by the CoG.
- 1.2 Amendments to the Annual Cycle may be necessary throughout the year as the Trust reviews and develops its framework of assurance. The Director of Corporate Affairs shall propose such amendments to the Chair for her approval.

2. Recommendation

The Board is asked to consider and subsequently approve the Annual Cycle of Business as set out in the attached Appendix.

**David Burbridge
Director of Corporate Affairs**

16 March 2016