Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

TRUST BOARD
27th October 2011

TITLE	**Trust Board Work Plan and Confidential and Open Board Papers**
EXECUTIVE SUMMARY	The paper proposes a work plan for the calendar year 2012. This will form the basis for the year, although external events may necessitate rescheduling of some items, and new matters may also arise as the year progresses. The Board has previously agreed to hold 9 open meetings (i.e. not in February, August and December) The Trust Board has previously agreed it will hold Open (public) and Closed Trust Board meetings and release papers to the public in accordance with legal advice. This is in accordance with the approach proposed for Foundation Trusts in the Health and Social Care Bill.
BOARD ASSURANCE (Risk) / IMPLICATIONS	Risk of litigation if documents are not published according to legal requirements.
STAKEHOLDER / PATIENT IMPACT AND VIEWS	Information will be provided in accordance with current legislation. Openness and transparency of decision making are core principles of the way the NHS operates.
EQUALITY AND DIVERSITY ISSUES	None known
LEGAL ISSUES	Legal advice was previously used to draft the Trust's standards. Compliance with Freedom of Information legislation. In line with the approach proposed for Foundation Trusts in the Health and Social Care Bill.
The Trust Board is asked to:	Agree to continue with open and close sessions and with the categorisation of subject matter for the closed meetings.
Submitted by:	Jane Gear Head of Corporate Affairs/Trust Board Secretary
Date:	13th October 2011
Decision:	For Agreeing

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Board Papers

1 Introduction

In order for the Board to function effectively there needs to be clear work plan and calendar of events. There are many factors underpinning the work plan including statutory and mandatory requirements, assurance and monitoring. Although there may be reasons why dates for individual items may need to change, often due to external factors, the attached draft work plan is based on the best current intelligence. (Appendix 1).

The Board has always held its meeting in public, whilst taking a number of matters, typically confidential or commercial, in closed session. This approach aligns with that set out in the Health and Social Care Bill for Foundation Trusts and will continue in 2012.

2 Overview

Following a review of the formal business needed to be transacted it was agreed in 2011 that 9 Board meetings would be efficient.

Therefore, Trust Board meetings will be held in public between 2.00 pm - 4.30pm.

Venue: Education Centre, Ashford Hospital (unless exceptional circumstances)

Dates of the meetings are :

TRUST BOARD DATES 2012	
26th January	**26th July**
29th March (Lecture Theatre SPH)	**27th September**
26th April	**25th October**
31st May	**29th November**
28th June	**All other meetings are at Ashford**

3 Open and Closed Sessions

In July 2009 the Trust Board formally agreed the nature of business to be conducted in Open session and agreed the principle to continue with the majority of business conducted in Open sessions once it became a Foundation Trust. A limited number of items have always been taken in Closed session due to their nature; typically commercial matters and those relating to individuals.

Legal advice was taken in 2009 to help define the broad categories of subject matter to be taken in the Closed Session, and the nature of these is published on the Trust's internet.

3.1 **Current position**

The Board currently takes the following matters in its closed meetings:

- any documents pertaining to litigation or potential litigation
- anything that is potentially commercially sensitive (as well as commercially confidential) for either the Trust or a third party;
- any matter concerning an individual patient or member of staff; anything relating to data that may be adjudged "protected" under the Data Protection Act 1998 (DPA);
- Documents that may be exempt from disclosure under the Freedom of Information Act 2000.

Specific confidential items for example would include Serious Untoward Incidents (SUIs) and contracting/tendering reports.

Additionally, as a statutory committee it is good practice to publish Audit Committee Minutes but a review prior to public release (supported by the FOI office) will be required as the Audit Committee papers are generally confidential e.g. internal audit reports and matters between auditors and the PCT. Local Counter Fraud reports often contain identifiable information and therefore should not be published. However, the Annual Audit Letter from the External Audit and Head of Internal Audit opinion will always be published. Other confidential non statutory committee papers can be released under a FOI request with confidential items redacted.

4 Summary

The Board is asked to:

1. Note the schedule of Business/Work Programme

2. Agree the framework on matters to be discussed in Closed session as laid out above.

Jane Gear
Head of Corporate Affairs/Trust Board Secretary

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director

ASHFORD & St Peter's HOSPITAL NHS TRUST

Business Schedule for Trust Board Meetings in 2012

APPROVALS													
Review draft Annual business Plan and budget (Plan includes 3 year outlook inc vision , strategy and risks to delivery) Revenue and capital Budgets 2012/2013		No meeting						No meeting				No meeting	Director of Finance and information
Approve Annual Business Plan and Budget Revenue and capital Budgets 2012/2013			X										Deputy Chief Executive/Director of Finance and information
Complete Board self certification on Clinical quality CQC registration Mandatory services Risk management Authorisation Board structure All required as part of annual plan submission				X Due by 31 May									
Approve Monitor Annual Plan submission					X								

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
OPERATIONAL PERFORMANCE													
Balanced Scorecard	X		X	X	X	X	X		X	X	X		Exec Team
CQC Registration- overview of current status	X												Chief Nurse
Progress against Corporate Objectives	X			X			X			X			Director of Finance and information
Results of National Staff Survey (provisional)				X									Director of Workforce &OD
Quarterly review of Marketing Intelligence and SLR	X			X			X			X			Director of Finance and information
RISK AND QUALITY													
Board Assurance Framework -update	X		X			X			X				Head of Corporate Affairs
Corporate Risk Register	X		X			X			X				Chief Nurse
Quality Report	X		X	X	X	X	X		X	X	X		Medical Director/Chief Nurse
Quarterly Health and Safety Report	X			X			X			X			Deputy Chief Executive
Half Yearly Infection Control Update and Hygiene Code Statement											X		DIPCI
Result of National Patients survey													Chief Nurse
Patient Story	X			X		X			X		X		
MDT presentations				X		X				X			Chief Nurse

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
Learning Disabilities update										X			Chief Nurse
REGULATORY													
Sign off Accounts, Annual Governance Statement and Annual Report					X								Director of Finance and information
Annual Members Meeting Present Annual Report and Annual Accounts ***Date of AGM to be agreed with Council									*				Head of Communications Director of Finance and information
Quality Account- draft	X												Chief Nurse
Quality Account – approval				X									Chief Nurse
Charitable Funds Accounts and Annual report											X		Director of Finance and information
Annual review of SOs				X									Head of Corporate Affairs
Annual review of SFIs				X									Director of Finance and information
Register of Interests / Hospitality				X						X			Head of Corporate Affairs
Use of Trust Seal - quarterly	X				X				X				Head of Corporate Affairs
Appointment of Bankers											For review		Director of Finance and information

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
FT Monitoring Cycle- Q3 Monitoring Report	31 Jan												Director of Finance and information/Head of Corporate Affairs
FT Monitoring Cycle- Q4 Monitoring Report				30 Apr									
FT Monitoring Cycle- Q1 Monitoring Report							31 July						
FT Monitoring Cycle- 2 Monitoring Report										31 Oct			
Monitor submission – mid year reforecast											30 Nov		Director of Finance and information
STRATEGIC DECISIONS	(To be scheduled)												
IT Strategy													Director of Finance and information
Epsom Transaction													
TO RECEIVE													Chief Nurse
Annual report on Communications and Engagement strategy	X												Chief Nurse
Annual Child Protection Report			X										Chief Nurse
Annual Complaints and PALS Report					X								Chief Nurse
Annual Infection Control Report					X								Chief Nurse
Annual Claims report						X							Chief Nurse
Annual Update on OD and Workforce Strategy	X												Director of Workforce &OD
Equality and Diversity Annual Report. (Single	X												Director of Workforce &OD

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
Equality Scheme)													
Annual Report from Audit Committee (Audit Commission Handbook)					X								Director of Finance and Information
Bi Annual report from IGAC			X							x			Chief Nurse
Bi Annual report from Finance Committee					X						X		Director of Finance and information
Bi Annual report from TEC				X					X				Chief Executive
Audit Committee Minutes			X	X		X					X		Director of Finance and information
Integrated Governance and Assurance Committee Minutes	x			X			x			X			Chief Executive
Finance Committee Minutes	X		X	X	X	X	X		X	X	X		Director of Finance and information
TEC minutes	x		x	x	x	x	x		x	x	x		Chief Executive
Remuneration Committee Minutes					x						x		Director of Workforce &OD
Research and Development Report			X										Medical director
To Note													
Schedule of Meetings and Dates									X				Head of Corporate Affairs
Review of Papers to be received in Public/private									X				Head of Corporate Affairs
Annual review of NED workload re committee balance and chairing				X									Head of Corporate Affairs