Ashford and St. Peter's Hospitals NHS
NHS Trust

TRUST BOARD
28th October 2010

TITLE	**Trust Board Calendar and Work-plan 2010**
EXECUTIVE SUMMARY	The paper proposes a work plan for the calendar year 2011. 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 is also asked to consider the timing of the AGM and trialling holding a regular Board meeting in the evening. The Board has previously agreed to continue with the practice of holding Board meetings in public post authorisation as a Foundation Trust.
BOARD ASSURANCE (Risk) / IMPLICATIONS	Compliance with good governance requirements and statutory duties.
STAKEHOLDER / PATIENT IMPACT AND VIEWS	Stakeholders and the public are able to attend Board meetings to gain an understanding of how the Board manages and directs services.
EQUALITY AND DIVERSITY ISSUES	None known.
LEGAL ISSUES	None noted
The Trust Board is asked to:	Note the dates and workplan Agree the timing of the AGM
Submitted by:	Jane Gear Head of Corporate Affairs
Date:	12th October 2010
Decision:	For Approving

Ashford and St. Peter's Hospitals NHS
NHS Trust

TRUST BOARD
28th October 2010

Trust Board Calendar and Work-plan 2011

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. (Appendix1).

This includes various formal submissions based on the 2010 Monitor Compliance Framework.

2 Overview

Trust Board meetings would be held between 11am and 4.30pm.

Closed Section : 11.00 am -1.30 pm

Open Board meeting: 2.00 pm - 4.30pm (See item 3.2 below)

However Board members should consider the timings with a degree of flexibility as Board days are also occasionally used for extra meetings such as the Remuneration Committee or Board Training.

Venue: Education Centre, Ashford Hospital

3 Annual General Meeting

3.1 Annual Report and Accounts

NHS Foundation Trusts are required to lay their Annual Report and Accounts, with any report from the auditor on them, before Parliament. This must include the full statutory accounts not the summary version. Until the Annual Report and Accounts have been laid before Parliament Foundation Trusts may not publish anything. In 2010 the deadline for laying these documents before Parliament was 7 July.

3.2 Annual General Meeting of the Council

Historically most Trusts have held their Annual General meetings in the Autumn.

Monitor guidance says that ' the Annual Report and Accounts, with any report from the auditor on them must be presented to the Board of Governors within a reasonable timescale after the end of the financial year but must not be before the Annual Report and Accounts have been laid before Parliament'.

The NHS Act 2006 states that these documents must be presented to the Board of Governors of a public benefit corporation at a general meeting.

A trawl of 7 existing Foundation Trusts showed they all had their Annual General Meeting in either September or October in 2010.

4 Workplan

The draft workplan includes items which will require Board approval prior to submission to Monitor.

One aspect the Board may wish to consider is extending the remit of the bi monthly matron presentations, for example including Directorate presentations.

5 Summary

The Board is asked to:

1. Note and consider the schedule of Business/Work Programme
2. Consider the scheduling of the AGM (Para 3.2)

TRUST BOARD DATES 2011	
27th January	**28th July**
24th February	**25th August**
31st March	**29th September**
28th April	**27th October**
26th May	**24th November**
30th June	**15th December**

Submitted by: Jane Gear

Date: 19th October 2010

	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 2011

PUBLIC APPROVALS													
Review draft Annual business Plan and budget (Plan includes 3 year outlook inc vision , strategy and risks to delivery) Revenue and capital Budgets 2011/2012		X											Deputy Chief Executive/Director of Finance and information
Approve Annual Business Plan and Budget Revenue and capital Budgets 2011/2012			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									
OPERATIONAL PERFORMANCE													
Balanced Scorecard	X	X	X	X	X	X	X	X	X	X	X	X	Deputy Chief Executive
CQC Registration- overview of current status	X												Chief Nurse

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
Progress against Corporate Objectives				X			X			X			Deputy Chief Executive
10:10 Carbon Reduction												X	Deputy Chief Executive
Results of National Staff Survey (provisional)				X									Director of Workforce &OD
Quarterly review of Marketing Intelligence and SLR	X			X			X			X			Deputy Chief Executive Director of Finance and information
RISK AND QUALITY													
Board Assurance Framework -update		X		X		X		X		X			Head of Corporate Affairs
Corporate Risk Register		X		X		X		X		X		X	Chief Nurse
Quality Report	X	X	X	X	X	X	X	X	X	X	X		Medical Director/Chief Nurse
Quarterly Health and Safety Report	X			X			X			X			Chief Nurse
Half Yearly Infection Control Update											X		DIPCI
Result of National Patients survey													Chief Nurse
Matrons' presentations		X		X		X		X		X		X	Chief Nurse
Learning Disabilities update										X			Chief Nurse
Board visibility/engagement review									X				Chief Nurse Head of Corporate Affairs

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
REGULATORY													
Sign off Accounts, Statement on Internal Control and Annual Report					X								Director of Finance and information
Present Annual Report and Annual Accounts									AGM				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
Sign off Annual Audit Letter										X			Director of Finance and information
Annual review of SOs and SFIs				X									Director of Finance and information / Head of Corporate Affairs
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												Post Authorisation
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
Renal Business case													Chief Executive
Pathology network													Chief Executive
Horizon scanning e.g implications of White Paper as consultation becomes implementation													
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							

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
Annual Update on OD and Workforce Strategy	X												Director of Workforce &OD
Equality and Diversity Annual Report. (Single Equality Scheme)												X	Director of Workforce &OD
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		X		X	Chief Executive
Finance Committee Minutes	X	X	X	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	x	x	x	Chief Executive
Remuneration Committee Minutes		x			x			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

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Lead Director
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									
1 year f/u **SUIs (will change as year progresses**)													
Information Governance								X					
Maternity (date of Incident 22/01/10 closed Oct 10)										X			