

Ashford & St Peter's Hospitals NHS Foundation Trust Appendix 1: Business Schedule for Trust Board Meetings in 2019													Lead Director
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	

AUDIT AND RISK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Executive Lead
Quarterly Board Report	X			X			X			X			Director of Finance & IT
Board Assurance Framework (twice a year)					X						X		Chief Executive
Annual Board Report					X								Director of Finance & IT
QUALITY OF CARE													
Quality Report	X		X	X	X	X	X		X	X	X		Chief Nurse
Committee Minutes	X		X		X		X		X		X		Chief Nurse
Serious Incident Report (Closed)	X		X		X		X		X		X		Chief Nurse/Medical Director
Safer Staffing 6 monthly acuity review				X						X			Chief Nurse
Safeguarding Committee Annual Report					X								Chief Nurse
Learning from Mortality Reviews Quarterly Report	X			X			X			X			Medical Director/Chief Nurse
Corporate Risk Register – 6 monthly reports				X						X			Chief Nurse
Health and Safety Report				X						X			Director of Finance/Director Estates & Facilities
Result of National Patients survey						X							Chief Nurse

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Volunteers' Annual Report			X										Chief Nurse
Emergency Preparedness, Resilience and Response									X				Director of Operations
Patient Story	X			X		X			X		X		Chief Nurse
Team ASPH/MDT Stories			X		X		X			X			Director of Workforce Transformation
Seven Day hospital services programme (7DS) trial run self-assessment assurance report; thereafter bi-annual reporting				X									
Freedom to Speak Up Guardian Annual Report			X										Chief Nurse
Director of Infection Prevention Control six month Report	X						X						Medical Director
Guardian of Safe Working Hours Annual Report					X								Chief of Patient Safety
Patient Experience Annual Report						X							Chief Nurse
Annual Claims Report			X										
Organ Donation Report			X										

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MODERN HEALTHCARE													
Committee Minutes	X		X	X	X	X	X		X	X	X		Director of Finance
Balanced Scorecard	X		X	X	X	X	X		X	X	X		Executive Team
Performance Report	X		X	X	X	X	X		X	X	X		Director of Operations
Progress against Corporate Objectives (quarterly) <i>Reporting under discussion TBC</i>													Director of Finance and Information
Annual Sustainable Development Report						X							Director of Finance/Director Estates and Facilities
Patient led assessment of the care environment (PLACE)									X				Director of Finance/Director Estates and Facilities
Annual Report to Board						X							Director of Finance and Information
PEOPLE													
Committee Minutes	X		X		X		X		X		X		Director of Workforce Transformation
Staff Story (4 times a year)			X		X		X			X			Director of Workforce Transformation
Annual Report to Board									X				Director of Workforce Transformation
Medical Appraisal & Revalidation Report													Medical Director
Results of National Staff Survey				X									Director of Workforce Transformation

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Equality and Diversity Annual Report (SES) inc Workforce Race Equality Standard (WRES)							X						Director of Workforce Transformation
STRATEGIC CHANGE													
Report to Board quarterly	X			X			X			X			Chief Executive
Board Assurance Framework quarterly	X			X			X			X			Chief Executive
INTEGRATED DIGITAL													
Committee Minutes	X			X			X			X			Director of Finance & IT
Progress Report to Board Bi-annual				X						X			Director of Finance & IT
Annual Report to Board													Director of Finance & IT
Information Governance Toolkit			X										Director of Finance & IT
TRUST BOARD AS CORPORATE TRUSTEE OF ASPH NHS FOUNDATION TRUST CHARITABLE FUND													
Charitable Committee Minutes quarterly	X			X			X			X			Director of Finance & IT
Annual Report & Accounts Charitable Funds Committee										X			Director of Finance & IT
COUNCIL OF GOVERNORS			X			X			X			X	Executive Team

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EXECUTIVE NOMINATIONS AND REMUNERATION COMMITTEES													
At least twice a year													Director of Workforce Transformation
REGULATORY													
Approve NHSI Annual Plan submission			X										Director of Finance and information
Approve Annual Business Plan and Budget Revenue and capital Budgets 2018/2019			X										Director of Finance and information
Draft Quality Account Priorities for the year ending 2019	X												Chief Nurse/Medical Director
Quality Account- draft					X								Chief Nurse
Quality report from External auditor					X								Chief Nurse
Corporate Governance Statement <i>(date of submission to be confirmed by NHSI)</i>					X								Executive Team Trust Board Secretary
Sign off Accounts and Annual Report					X								Director of Finance and information
Annual Members Meeting Present Annual Report and Annual Accounts							X						Chief Nurse/Director of Finance and information

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Annual review of SFIs/Scheme of Delegation			X										Director of Finance and information
Annual review of Standing Orders			X										Trust Board Secretary
Register of Interests/Hospitality 6 monthly				X						X			Trust Board Secretary
Use of Trust Seal – quarterly or as required	X			X			X			X			Trust Board Secretary
TO RECEIVE													
Trust Executive Committee Minutes	X		X	X	X	X	X		X	X	X		Chief Executive
Annual Reports and Accounts timetable	X												Trust Board Secretary