

**Trust Board Paper AA**

<b>To:</b>	Trust Board						
<b>From:</b>	Director of Corporate and Legal Affairs						
<b>Date:</b>	20 December 2013						
<b>CQC regulation:</b>	N/A						
<b>Title:</b>	TRUST BOARD CALENDAR OF BUSINESS						
<b>Author/Responsible Director:</b> Director of Corporate and Legal Affairs							
<b>Purpose of the Report:</b> To invite the Trust Board to consider and approve an updated calendar of business.							
<b>The Report is provided to the Committee for:</b>							
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**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**REPORT TO: TRUST BOARD**

**DATE: 20 DECEMBER 2013**

**REPORT BY: DIRECTOR OF CORPORATE AND LEGAL AFFAIRS**

**SUBJECT: TRUST BOARD CALENDAR OF BUSINESS**

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**1. INTRODUCTION**

- 1.1 At its meeting on 30<sup>th</sup> May 2013 (Minute 143/13/2 refers), the Trust Board approved a calendar of business for its meetings.
- 1.2 The purpose of this report is to invite the Trust Board to consider and approve an updated calendar of business. The updated version is attached at Appendix A.

**2. BACKGROUND**

- 2.1 It is good practice for Boards to explicitly discuss and decide how they allocate their time, not only within a given meeting but over the period of the Board's year.
- 2.2 To this end, at its meeting on 30<sup>th</sup> May 2013 (Minute 143/13/2 refers), the Trust Board approved a calendar of business.
- 2.3 There have been a number of developments during the course of 2013 which, together, make it timely for the Trust Board to review its calendar of business:-
- Executive Director portfolios have changed following the appointment of a Chief Operating Officer, Chief Nurse and Director of Strategy : the calendar of business has accordingly been updated to reflect the new allocation of responsibilities and it identifies each Director responsible for the submission of specific reports to the Trust Board;
  - the Quality and Performance report has been expanded so that, each month, the Trust Board is now able to track:-
    - the performance of Facilities Management Services;
    - performance against the Quality Commitment;
    - performance against IM&T service delivery standard;
    - statutory and mandatory training compliance;

- the status of healthcare contract queries.
  - the implementation of the Trust's Innovation and Improvement Framework : the updated calendar of business now provides for quarterly updates to the Trust Board on the implementation of the Framework.
- 2.4 As the Trust Board is aware, discussions continue on reinvigorating the Better Care Together Programme (BCT). The updated calendar of business appended to this report anticipates quarterly updates to the Trust Board on the progress of the Programme.
- 2.5 At its development session on 17<sup>th</sup> October 2013, the Trust Board also expressed a wish to consider further its oversight of health and safety and health and safety statutory compliance.
- 2.6 To recap, the Chief Nurse is the Executive Director with lead responsibility for health and safety. The Chief Nurse chairs the Trust's Health and Safety Committee, which meets quarterly and which now reports to the recently established Executive Quality Board. In turn, the Executive Quality Board acts as a forum through which reports are provided to the Quality Assurance Committee of the Trust Board.
- 2.7 The Health and Safety Committee has established a number of sub-committees to assist it in oversight of the Trust's health and safety responsibilities : these include the:-
- Fire Committee
  - Radiation Protection Committee
  - Waste Committee
  - Water Safety Committee
- 2.8 It is proposed to continue with the current arrangements whereby the Chief Nurse, via the Director of Safety and Risk, reports quarterly to the Quality Assurance Committee on health and safety management.
- 2.9 As will be seen from the updated calendar of business attached at Appendix A, it is also proposed that these arrangements will be strengthened via the submission annually of the Health and Safety Annual Report to the Trust Board (in June each year), to include an annual review of health and safety statutory compliance with particular focus on fire safety, radiation protection, waste management and water safety management.
- 2.10 Again, to strengthen the Board's ability to seek and obtain assurance on a range of responsibilities upon which reports are submitted regularly to the Quality Assurance Committee (via the Chief Nurse/Executive Quality Board), it is proposed that the Trust Board also receives in the future Annual Reports on the discharge of the Trust's responsibilities in relation to:-

- Complaints management
- Infection prevention and control
- Safeguarding
- Emergency preparedness

2.11 The Annual Report on discharge of the Trust's Security Management responsibilities is currently presented (in line with NHS Directions) at the Audit Committee annually by the Local Security Management Specialist, and it is proposed that this arrangement continue.

### 3. **CONCLUSION AND RECOMMENDATION**

3.1 The Trust Board is invited to consider and approve the updated calendar of business attached at Appendix A.

3.2 Subject to any comments and changes made by the Trust Board, the updated calendar of business will be implemented forthwith.

Stephen Ward  
Director of Corporate and Legal Affairs

17th December 2013

## Appendix A - Trust Board Calendar of Business

QUARTER 1			
	APRIL	MAY	JUNE
QUALITY, SAFETY AND GOVERNANCE	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Register of Directors’ Interests (DCLA)</li> <li>Register of Seals (DCLA)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Approval of annual report and accounts (DFBS)</li> <li>Approval of external audit plan (DFBS)</li> <li>Approval of annual Quality Account (CN)</li> <li>Approval of Annual Governance Statement (CE/DCLA)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Audit Committee – Minutes (KJ)</li> <li>Patient story (CN)</li> <li>Equality governance : six month review (DHR)</li> <li>Approve Annual Quality Account (CN)</li> <li>Annual Health and Safety Report/Annual Review of statutory compliance</li> <li><u>Annual Reports</u> Complaints Infection Prevention and Control Safeguarding Emergency Preparedness</li> </ul>
STRATEGY AND DEVELOPMENT	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Better Care Together Progress report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Risk Management Policy Annual Review (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Listening into action update (DHR)</li> <li>IMT Strategy Update (DFBS)</li> </ul>
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Progress against annual plan priorities Q4 (DS)</li> <li>Improvement and Innovation Framework quarterly update (DS)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (IR)</li> <li>Workforce and Organisational Development – quarterly review (DHR)</li> <li>Research, development and medical education – quarterly review (MD)</li> </ul>

QUARTER 2

	JULY	AUGUST	SEPTEMBER
QUALITY, SAFETY AND GOVERNANCE	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> <li>Review of stakeholder engagement strategy (DMC)</li> </ul>
STRATEGY AND DEVELOPMENT	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Better Care Together progress report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Listening into action update (DHR)</li> <li>IMT Strategy Update (DFBS)</li> </ul>
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Progress against annual plan priorities Q1 20/3/14 (DS)</li> <li>Improvement and Innovation framework – quarterly update (DS)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Workforce and Organisational Development – quarterly review (DHR)</li> <li>Research, development and medical education – quarterly review (MD)</li> </ul>

**QUARTER 3**

	OCTOBER	NOVEMBER	DECEMBER
QUALITY , SAFETY AND GOVERNANCE	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> <li>Results of Annual Reputation Audit (DMC)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> <li>Equality Governance – Six month review (DHR)</li> </ul>
STRATEGY AND DEVELOPMENT	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Better Care Together progress report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Listening into Action Update (DHR)</li> <li>IM&amp;T Strategy Update (DFBS)</li> </ul>
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Progress against annual plan priorities Q2 (DS)</li> <li>Innovation and Improvement Framework quarterly update (DS)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Workforce and organisational development – quarterly review (DHR)</li> <li>Research, development and medical education – quarterly review (MD)</li> </ul>

**QUARTER 4**

	JANUARY	FEBRUARY	MARCH
QUALITY, SAFETY AND GOVERNANCE	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> <li>Local Clinical Excellence Awards Annual Report (DHR)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Patient story (CN)</li> </ul>	<ul style="list-style-type: none"> <li>Quality report (Q&amp;P report) (CN)</li> <li>Review of SRR / BAF (CN)</li> <li>Quality Assurance Committee – Minutes (JW)</li> <li>Annual cycle of business for Trust Board (DCLA)</li> <li>Approval of Annual Operational Plan and Trust priorities (DS)</li> <li>Patient story (CN)</li> </ul>
STRATEGY AND DEVELOPMENT	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Better Care Together Progress Report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive – monthly update report (CE)</li> <li>Listening into action update (DHR)</li> <li>IM&amp;T Strategy Update (DFBS)</li> </ul>
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Progress against annual plan priorities Q3 (DS)</li> <li>Improvement and Innovation Framework quarterly review (DS)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> </ul>	<ul style="list-style-type: none"> <li>Financial performance (Q&amp;P report) (DFBS)</li> <li>Emergency Care (COO)</li> <li>Over-sight self-certification return (DCLA)</li> <li>Finance and Performance Committee – Minutes (RK)</li> <li>Workforce and organisational development – quarterly review (DHR)</li> <li>Research, development and medical education – quarterly review (MD)</li> </ul>

**KEY**

**DFBS** Director of Finance and Business Services  
**COO** Chief Operating Officer  
**CN** Chief Nurse  
**MD** Medical Director  
**DCLA** Director of Corporate and Legal Affairs  
**CE** Chief Executive  
**DHR** Director of Human Resources  
**DMC** Director of Marketing and Communications  
**DS** Director of Strategy

**KJ** Kiran Jenkins, Non-Executive Director  
**RK** Richard Kilner, Non-Executive Director  
**JW** Jane Wilson, Non-Executive Director