

BOARD MEETING

26 NOVEMBER 2015

Paper Title:	Board Business Cycle
Section:	Public
Lead Director:	Mike Smith, Chair
Paper Author:	Paul Hogg, Trust Secretary
Agenda Item:	11
Presented For:	Discussion

KEY ISSUES AND REQUIREMENTS OF THIS REPORT:

To provide the Board with a schedule of business items for consideration at future meetings.

The programme has been populated with agenda items up to the end of the financial year. Future reports will be subject to the outcome of discussions from the Board Effectiveness Task and Finish Group.

Also attached is the Board Committee programme for 2016, setting out dates for Board, Board Committee, Forward to Excellence, Council of Governors and Non Clinical Policies Review Group meetings.

RISK ISSUES IDENTIFIED FOR DISCUSSION:

None.

LINKS TO STRATEGIC OBJECTIVES

Patient Experience	Quality	Value for Money	Relationships
N/A	N/A	N/A	N/A

RECOMMENDATIONS:

That the Board:

- consider the Business cycle at Annex A, particularly items for the December meeting (Quarter 3);
- approves the Board calendar for 2016; and
- note any additional items as a result of today's Board meeting for inclusion in the programme.

FINANCIAL IMPLICATIONS:

None.

Revenue Capital

LEGAL IMPLICATIONS:

None.

PREVIOUS MEETINGS/COMMITTEES:

Highlight whether the paper has been discussed at any of the following meetings:

Audit Committee	<input type="checkbox"/>	Quality and Safety Committee	<input type="checkbox"/>	Remuneration Committee	<input type="checkbox"/>	Finance, Business and Investment Committee	<input type="checkbox"/>
Executive Management team	<input checked="" type="checkbox"/>	Directors Group	<input type="checkbox"/>	Chair of Committee's Meeting	<input type="checkbox"/>	MH Legislation Committee	<input type="checkbox"/>

ANNEX A : BOARD BUSINESS CYCLE 2015/16

Quarter 3			
Subject Group	29 October 2015 (Wright-Watson Enterprise Centre, Idle)	26 November 2015 (Silsden Town Hall)	17 December 2015 (New Mill)
Standing Items	Patient and Carer Experiences Chief Executive Report Integrated Performance report Quarterly report to Monitor (Private and Public) Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback	Patient and Carer Experiences Chief Executive Report Integrated Performance report Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback	Patient and Carer Experiences Chief Executive Report Integrated Performance report Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback
Strategy and Planning	Digital Strategy? Digital Strategy – options assessment (private) IM&T Strategy Priorities (private)	Clinical Information System Preferred Supplier Update (private)	ICB update/ Chief Executive's Report (private) BME Diversity of Employment Strategy Update
Quality			Safer Staffing Levels Six Monthly Review
Governance	Board Assurance Framework/Corporate Risk Register Fundamental Standards Progress Update Monitor Quarterly sign-off reports		Children's Services Update

Quarter 4			
Subject Group	28 January 2016 (Kala Sagum Centre, Bradford)	25 February 2016	31 March 2016
Standing Items	Patient and Carer Experiences Chief Executive Report Integrated Performance report Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback	Patient and Carer Experiences Chief Executive Report Integrated Performance report Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback	Patient and Carer Experiences Chief Executive Report Integrated Performance report Board Business Cycle Assurance report from Committee Chairs Quality and Safety Feedback
Strategy and Planning	Refresh of Quality Strategy	Risk Management Strategy Refreshed Membership Strategy	ICB update 2016/17 Annual Plan
Quality	Quality and Safety Committee Effectiveness Review – sign off report to Monitor (private) Chief Executive’s Report (Private)	Chief Executive’s Report (Private)	Draft Quality Report (formerly Quality Accounts) Chief Executive’s Report (Private)
Governance	Corporate Risk Register Board Assurance Framework		Fundamental Standards Progress Update

ANNEX B : COMMITTEE / BOARD SCHEDULE 2016

2016	JANUARY					FEBRUARY					MARCH					APRIL					
Monday		4	11	18	25	1	8		15	22	29		7	14	21	28		4	11	18	25
Tuesday		5	12	19	26	2	9		16	23		1	8	15	22	29		5	12	19	26
Wednesday		6	13	20	27	3	10		17	24		2	9	16	23	30		6	13	20	27
Thursday		7	14	21	28	4	11		18	25		3	10	17	24	31		7	14	21	28
Friday	1	8	15	22	29	5	12		19			4	11	18	25		1	8	15	22	29

2016	MAY					JUNE					JULY					AUGUST				
Monday	2	9	16	23	30		6	13	20	27		4	11	18	25	1	8	15	22	29
Tuesday	3	10	17	24	31		7	14	21	28		5	12	19	26	2	9	16	23	30
Wednesday	4	11	18	25		1	8	15	22	29		6	13	20	27	3	10	17	24	31
Thursday	5	12	19	26		2	9	16	23	30		7	14	21	28	4	11	18	25	
Friday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	

2016	SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
Monday		5	12	19	26	3	10	17	24	31		7	14	21	28		5	12	19	26
Tuesday		6	13	20	27	4	11	18	25		1	8	15	22	29		6	13	20	27
Wednesday		7	14	21	28	5	12	19	26		2	9	16	23	30		7	14	21	28
Thursday	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29
Friday	2	9	16	23	30	7	14	21	28		4	11	18	25		2	9	16	23	30

	Bank holidays	NEDS's		Non Clinical Policies
	Other holidays			8 Feb (after Audit)
	Trust Board Chair: MS Vice: RV			12 May (before F2E)
	Forward to Excellence			12 Sept (after FBIC)
	MHLC Chair: RC Vice: NM Member: RV			28 Nov (after Audit)
	FBIC Chair: RV Vice: RC Member: DB			
	QSC Chair: SB Vice: NM Member: vacant			
	Audit Chair: DB Vice: SB Member: vacant			
	Audit/Charitable (Chair: NM Vice: RC Member DB)			
	Monitor Quarterly reporting dates (<i>not meetings</i>)			
	Council of Governors (5.30pm – 8.00pm)			
	REM Chair: MS Members: RV, NM, RC			
	NOM Chair: MS Vice: RV Members: NM, RC, DB, SB			

