

TRUST BOARD PART II – OCTOBER 2012

Agenda Item Number: 177/12  
Enclosure Number: (13)

<b>Subject:</b>	<b>Diary of Events (Board Annual Work Plan)</b>
<b>Prepared by:</b> <b>Sponsored by:</b> <b>Presented by:</b>	Peter Mellor, Company Secretary Peter Mellor, Company Secretary Peter Mellor, Company Secretary
<b>Purpose of paper</b>  <i>Why is this paper going to the Trust Board?</i>	For Information / Awareness
<b>Key points for Trust Board members</b>  <i>Briefly summarise in bullet point format the main points and key issues that the Trust Board members should focus on including conclusions and proposals</i>	Each Executive Director has submitted a list of agenda items which need to be scheduled on a regular/annual basis. This has then informed the Board Annual Work Plan.
<b>Options and decisions required</b>  <i>Clearly identify options that are to be considered and any decisions required</i>	None. For information only.
<b>Next steps / future actions:</b>  <i>Clearly identify what will follow the Trust Board's discussion</i>	Annual Work Plan to inform Trust Board agendas.
<b>Consideration of legal issues (including Equality Impact Assessment)?</b>	N/A
<b>Consideration of Public and Patient Involvement and Communications Implications?</b>	N/A

## Trust Board – Annual Work Plan

Trust Board Date	PUBLIC	PRIVATE
	Paper	Paper
<b>January</b>	<ul style="list-style-type: none"> <li>➤ 6 Monthly Strategic Objectives Review</li> <li>➤ Quarterly Quality Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Self Certification</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>➤ Draft Annual Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk Register</li> <li>➤ Self Certification</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>➤ Final Annual Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ National Staff Survey</li> <li>➤ Self Certification</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>➤ Quarterly Quality Report</li> <li>➤ DIPC Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ National Staff Survey</li> <li>➤ Quality Accounts</li> <li>➤ Self Certification</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>➤ Inpatient Survey Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk Register</li> <li>➤ Self Certification</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>➤ Annual Paediatric Safeguarding Report</li> <li>➤ Annual Adult Safeguarding Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff Survey - progress against identified actions</li> <li>➤ Annual Governance Statement</li> <li>➤ Annual Accounts</li> <li>➤ Annual Report</li> <li>➤ Self Certification</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>➤ Annual Health &amp; Safety Report</li> <li>➤ Quarterly Quality Report</li> <li>➤ 6 Monthly Strategic Objectives Review</li> <li>➤ Annual Staff Health and Well-being Report</li> <li>➤ Annual Complaints Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Self Certification</li> </ul>
<b>August</b>		<ul style="list-style-type: none"> <li>➤ Risk Register</li> <li>➤ Annual General Meeting</li> <li>➤ Self Certification</li> </ul>
<b>September</b>		<ul style="list-style-type: none"> <li>➤ Annual Leadership and succession planning Report</li> <li>➤ Self Certification</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>➤ Annual Audit Letter</li> <li>➤ Quarterly Quality Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Self Certification</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>➤ Annual Estates Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual Learning &amp; Education Report</li> <li>➤ Risk Register</li> <li>➤ Self Certification</li> <li>➤ Progress against Staff Survey Action Plans</li> </ul>
<b>December</b>		<ul style="list-style-type: none"> <li>➤ Charitable Funds Accounts</li> <li>➤ Self Certification</li> </ul>