

TRUST BOARD PUBLIC– JULY 2013

Agenda Item Number: 130/13
Enclosure Number: (6)

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| Subject: | Rolling Board Annual Work Plan |
| Prepared by: Sponsored by: Presented by: | Brian Courtney, Interim Company Secretary Ursula Ward, Chief Executive Brian Courtney, Interim Company Secretary |
| Purpose of paper | For the Board to consider the updated Trust work plan |
| Key points for Trust Board members <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> | <ul style="list-style-type: none"> • Workplan has been updated |
| Options and decisions required <i>Clearly identify options that are to be considered and any decisions required</i> | Board are asked to consider workplan, and accept or amend in the light of discussion |
| Next steps / future actions: <i>Clearly identify what will follow the Trust Board's discussion</i> | Work plan will be used to drive Board agenda's going forward |
| Consideration of legal issues (including Equality Impact Assessment)? | Considered and none apparent |
| Consideration of Public and Patient Involvement and Communications Implications? | Not applicable |

Links to Portsmouth Hospitals NHS Trust Board Strategic Aims, Assurance Framework/Corporate Risk Register

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| Strategic Aim | Strategic aim 5: Develop sufficient financial strengths to adapt to change and invest in the future. |
| BAF/Corporate Risk Register Reference (if applicable) | N/A |
| Risk Description | N/A |
| CQC Reference | N/A |

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| Committees/Meetings at which paper has been approved: | Date |
| EMT | 8/7/2013 |

Trust Board – Rolling Annual Work Plan

| Trust Board Date | PUBLIC | PRIVATE |
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| | Item | Item |
| June | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Quality Account ▪ Self Certification | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Staff Survey - progress against actions ▪ Update on Newton ▪ Update on Business Development |
| July | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Quarterly Quality Report ▪ Annual Staff Health and Well-being Report ▪ Annual Complaints Report ▪ Self Certification ▪ Qtr 1 delivery against Business Plan ▪ Annual Paediatric Safeguarding Report ▪ Annual Adult Safeguarding Report | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Update on Newton ▪ Da Vinci Robot ▪ Update on Business Development |
| August | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Self Certification ▪ 6 Monthly Strategic Objectives Review | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Annual General Meeting ▪ Update on Business Development |
| September | <ul style="list-style-type: none"> ▪ Annual Leadership and succession planning Report ▪ Integrated Performance Report ▪ Self Certification | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Update on Newton ▪ Annual Planning for 14/15 ▪ Update on Business Development |
| October | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Annual Audit Letter ▪ Quarterly Quality Report ▪ Qtr 2 delivery against Business Plan ▪ Equality & Diversity Annual Report | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Update on Business Development ▪ IT Strategy |
| November | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Risk Register ▪ Annual Procurement Appraisal ▪ Research & Development Strategy ▪ Workforce and Education Strategy/Report | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Progress against Staff Survey Action Plan ▪ Update on Business Development |
| December | <ul style="list-style-type: none"> ▪ Integrated Performance Report | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Charitable Funds Accounts ▪ Update on Business Development ▪ IBP/LTFM |
| January | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Quarterly Quality Report ▪ Self Certification | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Outline Annual Business Plan ▪ Update on Business Development |
| February | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Self Certification | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Draft Annual Business Plan ▪ Contract Negotiations ▪ Update on Emergency Flow and Performance ▪ Update on Business Development |
| March | <ul style="list-style-type: none"> ▪ Self Certification | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Final Annual Business Plan ▪ National Staff Survey ▪ SIRO Report ▪ Update on Business Development ▪ Clinical Services Strategy |
| April | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Self Certification ▪ Final Annual Business Plan ▪ National Staff Survey | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Quality Account ▪ Update on Business Development |

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| | <ul style="list-style-type: none"> ▪ Quarterly Quality Report | |
| May | <ul style="list-style-type: none"> ▪ Integrated Performance Report ▪ Self Certification ▪ 6 Monthly Strategic Objectives Review ▪ DIPC Annual Report ▪ Risk Register ▪ Annual Procurement Appraisal | <ul style="list-style-type: none"> ▪ Example of Complaint ▪ Annual Governance Statement ▪ Annual Accounts ▪ Annual Report ▪ Update on Business Development |