



TRUST BOARD COVER SHEET

	<p><i>The cover sheet purpose is to provide the Trust Board/Committee with a clear summary of the paper being presented, how it impacts on the people we serve, key matters for attention and the ask of the Trust Board/Committee</i></p> <p><i>The Accountable Director must satisfy themselves that the cover sheet is accurate and fully reflects the paper. The expectation is that the Accountable Director has read and agreed the content of both the cover sheet and paper.</i></p>	
Meeting and Date of meeting	<p style="text-align: center;"><i>Trust Board Meeting</i> <i>26th June 2025</i></p>	
Title of paper	<p style="text-align: center;"><i>Trust Board Annual Cycle of Reporting</i> <i>1st September 2025 – 31st August 2026</i></p>	
Accountable Director	Name	<p style="text-align: center;">Eileen Mullan</p>
	Position	<p style="text-align: center;">Chair, Trust Board</p>
Report Author	Name	<p style="text-align: center;">Sandra Judt</p>
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This paper sits within the Trust Board role of:	<p style="text-align: center;">Accountability</p>	
This paper is presented for:	<p style="text-align: center;">Approval</p> <p style="text-align: center;"><i>(Notes on completion at end of document)</i></p>	
Links to Trust Strategic Priorities 	<input checked="" type="checkbox"/>	<p>Collaborative Working</p>
	<input checked="" type="checkbox"/>	<p>Learning Organisation</p>
	<input checked="" type="checkbox"/>	<p>Safety, Quality & Experience</p>
	<input checked="" type="checkbox"/>	<p>Community First</p>
	<input checked="" type="checkbox"/>	<p>Whole-Life Approach</p>

1. Reason for Presentation of Paper / Report	
The Trust Board is required to have an annual programme of reporting in place. Approval of the Cycle of Reporting is required by Trust Board.	
2. Detailed summary of paper contents:	
This paper outlines the cycle of reporting for 1st September 2025 – 31st August 2026 under the 3 themes of Strategy, Accountability and Culture.	
3. Areas of improvement/achievement:	
The Trust Board can demonstrate that it has actively considered the timing of its Board meetings and presentation of Board papers in relation to mid and year end procedures and key dates to ensure that information presented is as up-to-date as possible and that the Board is reviewing information and making decisions at the right time.	
4. Areas of concern/risk/challenge:	
It is recognised that there will be a degree of flexibility to the cycle of reporting to accommodate emerging issues/risks.	
5. Impact on Statutory Duties: Provide details on the impact of the following and how.	
<i>Financial Impact</i>	<i>Safety and Quality Impact</i>
No, there are no Financial Impacts	No, there are no Quality, Safety or Experience Impacts
6. Risk Assessment (Risk level and state if a risk assessment be completed)	
Not applicable	
7. Other Business Intelligence/data (If appropriate)	
Not applicable	
8. Impact: Provide details on the impact of the following and how. If this is N/A you should explain why this is an appropriate response.	
Corporate Risk Register	Not applicable

Board Assurance Framework	Not applicable
Equality and Human Rights	Not applicable

Trust Board Role Fulfilment

Strategy	<i>Papers in this category should address forward-looking priorities, long-term objectives, or service transformation. These are typically focused on shaping the future of the organisation and will often involve decisions on direction, investment, or innovation.</i>
Culture	<i>These papers aim to influence or reflect the values, behaviours, and staff or patient experiences within HSC. They may relate to leadership development, equality, diversity and inclusion, staff engagement, or initiatives intended to reinforce our organisational ethos.</i>
Accountability	<i>Papers falling into this area relate to governance, assurance, performance monitoring, compliance, and risk. They provide evidence that responsibilities are being fulfilled, standards are being met, and corrective actions are being taken where necessary.</i>

Reasons for Paper Presentation

Approval	<i>Used when an item requires a formal agreement or endorsement by the meeting / committee members. Examples are approving minutes, budgets, proposals or policies.</i>
Assurance	<i>Used when an item can be measured against a certain criteria / standard. Examples are a project is on course with delivery or financial targets are being met.</i>
Information	<i>Used when an item is presented for the purpose of updating or informing the attendees without requiring a decision or action, such as reports, updates, or announcements.</i>
Discussion	<i>Used when an item is listed primarily for open discussion, brainstorming or gathering input from the members without requiring an immediate decision.</i>