

TRUST BOARD ANNUAL CYCLE 2020

Following consideration by the Trust Senior Management Team (SMT), the draft Annual Cycle of Business sets out a suggested template for improving reporting to Trust Board in 2020.

STANDARD AGENDA ITEMS	2020
Declaration of Interests	Each meeting
Minutes of previous meeting	“
Matters arising	“
Chair’s Business and Visits including Non-Executive Directors’ Business and Visits	“
Chief Executive’s Business and Visits	“
Presentation: Service Improvement/Learning from Service User Feedback	“
Application of Trust Seal	“
STRATEGIC	
Capital Business Cases >£300,000	Jan/March/Sept
Summary of Capital and Revenue Investment	June
Annual Management Plan (<i>Year 3 Progress Report on Corporate Plan</i>)	May
Board Assurance Framework	June
Draft Trust Delivery Plan 2020/21	September
Transformation Programme update	May/October
PERFORMANCE	
Year-End Performance	June
Human Resources Report	May/Sept
Finance Report	Each meeting
PATIENT/CLIENT SAFETY & QUALITY OF CARE	
Medical Director Report	Jan/June
Executive Director of Nursing, Midwifery and AHP’s Report	Jan/June
Executive Director of Social Work Report	March/Sept
Delegation of Statutory Functions Report	May
Corporate Parenting Progress Report	October
Trust Annual Quality Report	October
Inquiry Report into Hyponatraemia related Deaths Progress Update	Jan/May/Sept

ANNUAL REPORTS	
Management Statement/Financial Memorandum	March
Financial Resource Budget/Financial Plan	May
Statement of Losses and Special Payments	June
Governance Statement, Annual Report and Accounts	June
Capital Planning Year End Report (CRL)	June
Board Governance Self-Assessment Tool	August
Financial Strategy	September
Section 75 Annual Progress Report	September
Report to Those Charged with Governance	October
Mid-Year Assurance Statement	October
BOARD COMMITTEES	
Minutes from Board Committees	Following each Committee meeting
Feedback reports from Board Committees	Following each Committee meeting
Annual reports from Board Committees to include assessment of each Committee's effectiveness	June
Scheme of Delegation	September