

AGENDA ITEM NO:

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 28 FEBRUARY 2013**

Title:	ANNUAL CYCLE OF BUSINESS
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	Sarah Snowden, Corporate Affairs Assistant, Ext: 14323

Purpose:	To set out the Board of Directors' annual cycle of business for the financial year 13/14.
Confidentiality Level & Reason:	None
Medium Term Plan Ref:	
Key Issues Summary:	<p>The attached document sets out those matters proposed to be considered by the Board of Directors during the financial year 13/14. It includes CoG reports. It is intended to capture those items which the Board of Directors can expect to receive over the course of the financial year to enable it to fulfil its purpose.</p> <p>In year amendments to the cycle may be necessary as the Trust reviews and develops its framework of assurance. The Director of Corporate Affairs shall propose such amendments to the Chairman for his approval.</p> <p>TOR for the Clinical Governance Committee will be presented at the BoD meeting in March 2013.</p>
Recommendations:	<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none">○ Approve the attached annual cycle of business;○ Agree that the Chairman may approve amendments to the Annual Cycle during the course of the year.

Signed:	Date: 21 February 2013
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BOARD OF DIRECTORS / COUNCIL OF GOVERNORS - ANNUAL CYCLE 2013/14

Option 3		BoD Mtg	BoD Mtg (Pte)		BoD Mtg	BoD Mtg	BoD Mtg	BoD Mtg	BoD Mtg	BoD Mtg	BoD Mtg	BoD Mtg		
			QG Cttee Meeting	QG Cttee Meeting		AGM	CoG Meeting		CoG Meeting		CoG Meeting			
			CoG Meeting	CoG Meeting				Joint Seminar			CoG Meeting			
Key		Apr-13	May-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
	Ddu	Minutes of the BoD xx March 2013			Minutes of the QG Cttee Mtg xx May 2013	Minutes of the BoD xx April 2013 and May		Minutes of the BoD xx June 2013	Minutes of the BoD xx September 2013		Minutes of the QG Cttee Mtg xx October 2013	Minutes of the BoD xx November 2013	Minutes of the QG Cttee Mtg xx December 2013	Minutes of the BoD xx January 2014
	AB	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising
	MJ	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List	Actions List
	TJ	Chairman's Report & Emerging Issues			Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues
	MSx	Capital Programme Update - Q4			Capital Programme Update Q1				Capital Programme Update Q2			Capital Programme Update Q3		
	DR	Clinical Quality Monitoring Report Qtr 4	Clinical Quality Monitoring Review - April 2013	Clinical Quality Monitoring Review - May 2013	Clinical Quality Monitoring Report Qtr 1		Clinical Quality Monitoring Report Jul/Aug 2013	Clinical Quality Monitoring Report Qtr 2	Clinical Quality Monitoring Report Qtr 3	Clinical Quality Monitoring Review - Oct 2013	Clinical Quality Monitoring Review - Nov 2013	Clinical Quality Monitoring Report Qtr 3	Clinical Quality Monitoring Review - Jan 2013	Clinical Quality Monitoring Report Jan/Feb 2013
	KF	Quality Accounts Update report Q4 2012/13			Quality Accounts Update report Q1 2013/14			Quality Accounts Update report Q2 2013/14			Quality Accounts Update report Q3 2013/14			Process for the Development of the Trust's 2013/14 Quality Report
	KB	Key Performance Indicators Report Q4	Key Performance Indicators Update	Key Performance Indicators Update	Key Performance Indicators Report Q1		Key Performance Indicators Report Q2	Key Performance Indicators Report Q2	Key Performance Indicators Update	Key Performance Indicators Update	Key Performance Indicators Report Q3	Key Performance Indicators Update	Key Performance Indicators Report Q3	Key Performance Indicators Report and annual review of the KPIs
					Monitor Annual Plan?									
	FA	Monitor Quarterly Governance Declaration Q4 report			Monitor Quarterly Governance Declaration Q1 report			Monitor Quarterly Governance Declaration Q2 report				Monitor Quarterly Governance Declaration Q3 report		
	VT	2012/13 Trust Annual Plan Q4 Update			2012/13 Trust Annual Plan Q1 Update			Refresh of the Trust 5 Year Strategy and 2013/14 Trust Annual Plan Q2 update?				2013/14 Trust Annual Plan Q3 Update		
					National Targets and Indicators Annual Report for 2012/13		Research Performance & Activity Update Report							Annual Research Report 2013/14
					Annual Workforce Report 2012/13 including Staff Survey Action Plan									Business Case Outcomes Performance Report
		Prevention Infection & Control Report for March 2013 and Action Plan for 2013/14	Prevention Infection & Control Report for April 2013	Prevention Infection & Control Report for May 2013	Prevention Infection & Control Report for June 2013		Prevention Infection & Control Report	Prevention Infection & Control Report for October 2012	Prevention Infection & Control Report for September 2013 and Action Plan Update	Prevention Infection & Control Report for November 2013	Prevention Infection & Control Report for December 2013 and Action Plan Update	Prevention Infection & Control Report for January 2014	Prevention Infection & Control Report for February 2014 and Final Action Plan Update for 2013/14	Prevention Infection & Control Report for February 2014 and Final Action Plan Update for 2013/14
		Patient Care Quality Report Q4	Patient Care Quality Update	Patient Care Quality Update	Patient Care Quality Report Q1		Patient Care Quality Update	Patient Care Quality Report Q2	Patient Care Quality Update	Patient Care Quality Update	Patient Care Quality Report Q3	Patient Care Quality Update	Patient Care Quality Report?	Patient Care Quality Report?
		Emergency Preparedness - Update report			Infection Prevention and Control Annual Report 2012/13?			Emergency Preparedness - Update report						
		Membership Recruitment & engagement annual Report					Safeguarding Adults and Children - Annual report 2012/13							
		Finance & Activity Performance Report Q4	Finance & Activity Performance Update	Finance & Activity Performance Update	Finance & Activity Performance Report Q1		Finance & Activity Performance Update	Finance & Activity Performance Report Q2	Finance & Activity Performance Update	Finance & Activity Performance Update	Finance & Activity Performance Report Q3	Finance & Activity Performance Update	Finance & Activity Performance Update	Finance & Activity Performance Update
		Annual Financial Plan 2013/14										Draft Annual Financial Plan 2014/15		
		Audit Committee report			Audit Committee report		Audit Committee report	Audit Committee report			Audit Committee report		Audit Committee report	Audit Committee report
		Audit Committee Minutes - March			Audit Committee Minutes - May		Audit Committee Minutes - July	Audit Committee Minutes - November					Audit Committee Minutes - February	
		Board Assurance Framework			Occupational Health & Safety - Annual Report		Litigation and Insurance - Annual Report							Information Governance Toolkit Assessment
CONSENT														
		Declaration of Directors' Interest												Board agenda - agree annual business cycle
		Trust Seal - to approve authorised Officers												
		Application of Trust seal *			Application of Trust seal *		Application of Trust seal *	Application of Trust seal *	Application of Trust seal *			Application of Trust seal *		Application of Trust seal *
		Policies for approval *			Policies for approval *		Policies for approval *	Policies for approval *	Policies for approval *			Policies for approval *		Policies for approval *
		Appointment of substantive post X *			Appointment of substantive post X *		Appointment of substantive post X *	Appointment of substantive post X *	Appointment of substantive post X *			Appointment of substantive post X *		Appointment of substantive post X *
PRIVATE														
		Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues		Chairman's Report & Emerging Issues		Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues				Chairman's Report & Emerging Issues		Chairman's Report & Emerging Issues
		Investment Committee Verbal report	Audit Committee Annual Report		Investment Committee annual Report		Investment Committee Verbal report	Investment Committee Verbal report				Investment Committee Verbal report		Draft Trust Annual Plan 2013/14
		Draft Quality Report/Account for 2012/13 (includes Q4 data)	Final Quality Report/Account for 2012/13											
			Annual Accounts including Letter of Representation and AGS											
			Annual Report											
			Minutes of the CoG Feb 2013		Minutes of the CoG xx May 2013		Minutes of the CoG xx July 2013		Minutes of the CoG xx Sept 2013		Draft Annual Plan		Minutes of the CoG xx September 2013	
			Matters Arising		Matters Arising		Matters Arising		Matters Arising				Matters Arising	
			Chairman's Report		Chairman's Report		Chairman's Report		Chairman's Report				Chairman's Report	
			Clinical Quality Monitoring - Quarterly Report		Report from Chair of Audit Committee		Clinical Quality Monitoring - Quarterly Report		Clinical Quality Monitoring - Quarterly Report				Clinical Quality Monitoring - Quarterly Report	
			Key Performance Indicators - Qtr 4 Report		Report from Chair of Investment Committee		Key Performance Indicators - Qtr 1 Report		Key Performance Indicators - Qtr 2 Report				Key Performance Indicators - Qtr 3 Report	
			Prevention Infection & Control - Quarterly Report		Membership Strategy		Prevention Infection & Control - Quarterly Report		Prevention Infection & Control - Quarterly Report				Prevention Infection & Control - Quarterly Report	
			Patient Care Quality - Quarterly Report		Approve appt of External Audit for 14/15		Patient Care Quality - Quarterly Report		Patient Care Quality - Quarterly Report				Patient Care Quality - Quarterly Report	
			Finance & Activity Performance Report Quarterly Report				Finance & Activity Performance Report Quarterly Report		Finance & Activity Performance Report Quarterly Report				Finance & Activity Performance Report Quarterly Report	
			Outcome of Chair and NED Appraisals										Approve Annual Cycle of Business	
			Receive final Annual Plan											
			Date of next meeting: xx July 2013		Date of next meeting: xx September 2013		Date of next meeting: xx February 2014		Date of next meeting: xx February 2014				Date of next meeting: xx May 2014	

* This is a standard item and will only appear on the agenda if needed.