

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 30 MARCH 2017

Title:	ANNUAL CYCLE OF BUSINESS
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	Berit Reglar, Deputy Foundation Secretary, Ext: 14324

Purpose:	To seek approval of the proposed Board of Directors' annual cycle of business for the financial year 17/18.
Confidentiality Level & Reason:	None
Annual 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 17/18. 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 Deputy Foundation Secretary shall propose such amendments to the Chair for her approval.</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 Chair may approve amendments to the Annual Cycle during the course of the year.

Approved by: David Burbridge	Date: 16 March 2017
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ANNUAL CYCLE OF BUSINESS
PRESENTED BY DIRECTOR OF CORPORATE AFFAIRS

1. **Annual Cycle of Business for the year 2017/18**
- 1.1 Some changes have been incorporated into the Annual Cycle of Business for the year 2017/18 and an Appendix is attached detailing the revised proposal. These updates include the following:
 - 1.1.1 The removal of the Quarterly Governance Declarations by NHSI (formerly Monitor) following the replacement of Monitor's Risk Assessment Framework by NHSI's Single Oversight Framework.
 - 1.1.2 The Appendix also contains details of Council of Governors ("CoG") meetings, subject to approval by the CoG.
- 1.2 Amendments to the Annual Cycle may be necessary throughout the year as the Trust reviews and develops its framework of assurance. The Deputy Foundation Secretary shall propose such amendments to the Chair for her approval.

2. **Recommendation**

The Board is asked to consider and subsequently approve the Annual Cycle of Business as set out in the attached Appendix.

David Burbridge
Director of Corporate Affairs

16 March 2017