

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**  
**BOARD OF DIRECTORS**  
**THURSDAY 29 MARCH 2018**

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

<b>Purpose:</b>	To seek approval of the proposed Board of Directors' annual cycle of business for the financial year 18/19.
<b>Confidentiality Level &amp; Reason:</b>	None
<b>Annual Plan Ref:</b>	
<b>Key Issues Summary:</b>	<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>
<b>Recommendations:</b>	<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none"> <li>○ Approve the attached annual cycle of business;</li> <li>○ Agree that the Chair may approve amendments to the Annual Cycle during the course of the year.</li> </ul>

<b>Approved by:</b> David Burbridge	<b>Date:</b> March 2018
-------------------------------------	-------------------------

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**  
**BOARD OF DIRECTORS**  
**THURSDAY 29 MARCH 2018**  
**ANNUAL CYCLE OF BUSINESS**  
**PRESENTED BY DIRECTOR OF CORPORATE AFFAIRS**

1. **Annual Cycle of Business for the year 2018/19**
- 1.1 Some changes have been incorporated into the Annual Cycle of Business for the year 2018/19 and an Appendix is attached detailing the revised proposal. These updates include the following:
  - 1.1.1 Performance Indicators report and Annual Plan update from Lawrence Tallon.
  - 1.1.2 All reports to include relevant information from HGS divisions.
- 1.2 Further minor amendments to the Annual Cycle are anticipated if the transaction with Heart of England NHS Foundation Trust is approved as the corporate governance structure (Committees/Groups and their reporting to the Board) will further evolve to reflect the activities of the enlarged entity. The new reporting structure is currently being reviewed by the Executive Team. 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**

**March 2018**