

AGENDA ITEM NO:

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 28 APRIL 2011**

Title:	ANNUAL CYCLE OF BUSINESS – BOARD OF DIRECTORS
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 11/12.
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 11/12. 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>Additional specific items may be added to an agenda for a particular meeting as directed by the Board of Directors or if considered appropriate by the Chairman.</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>
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: 19 April 2011
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Key	Apr-11	May-11	Jun-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12
Dbu	Minutes of the BoD 24 3-11	Minutes of the BoD 28 4-11	Minutes of the BoD 26 5-11	Minutes of the BoD 26 6-11	Minutes of the BoD 23 6-11	Minutes of the BoD 28 7-11	Minutes of the BoD 25 8-11	Minutes of the BoD 22 9-11	Minutes of the BoD 27 10-11	Minutes of the BoD 24 11-11	Minutes of the BoD 22 12-11	Minutes of the BoD 26 1-12	Minutes of the BoD 23 2-12
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	Chairman's Report & Emerging Issues	Chairman's Report & Emerging Issues
MSx	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update	BNHP Update
DR	Capital Programme Update				Capital Programme Update			Capital Programme Update			Capital Programme Update		
KF	Update on the UHB Site Master Plan												Update on the UHB Site Master Plan
KB													
FA													
VT	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report	Key Performance Indicators Report
	External Standards - Achievement of Targets - Quarterly Board Certification				External Standards - Achievement of Targets - Quarterly Board Certification			External Standards - Achievement of Targets - Quarterly Board Certification			External Standards - Achievement of Targets - Quarterly Board Certification		
					Trust Annual Plan 2011/12			Refresh of the Trust 5 Year Strategy and Update of the Annual Plan 2011/12			Annual Plan Quarter 3 Update 2011/12		
	Draft Monitor Annual Plan 2011/12		Annual Equality Report and Action Plan 2011/12	National Targets and Indicators Annual Report for 2010/11									
			Annual Workforce Report							Business Case Outcomes Performance Report			
	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report	Clinical Quality Monitoring - Monthly report
	Draft Quality Report/Account for 2010/11	Final Quality Report/Account for 2010/11					Quality Accounts Update report and Quality Matrix for external publication			Quality Accounts Update for Qtr 2 2011/12		Quality Accounts Update for Qtr 3 2011/12	Process for the Development of the Trust's 2011/12 Quality Report
	Infection Control Report for February 2011 and Action Plan Update	Infection Control Report for March 2011 and Action Plan Update		Infection Control Report for April 2011 and Action Plan Update	Infection Control Report for May 2011 and Action Plan Update	Infection Control Report for June 2011 and Action Plan Update	Infection Control Report for July 2011 and Action Plan Update	Infection Control Report for August 2011 and Action Plan Update	Infection Control Report for September 2011 and Action Plan Update	Infection Control Report for October 2011 and Action Plan Update	Infection Control Report for November 2011 and Action Plan Update	Infection Control Report for December 2011 and Action Plan Update	Infection Control Report for January 2012 and Action Plan Update
	Infection Control Annual Report and Action Plan for 2011/12												
	Patient Care Quality Report			Patient Care Quality Report			Patient Care Quality Report			Patient Care Quality Report		Patient Care Quality Report	
				Emergency Preparedness - Update report			Emergency Preparedness - Update report						Emergency Planning and Business Continuity Report
							Safeguarding Adults and Children - Annual report						
	Annual Financial Plan											Draft Annual Financial Plan 2012/13	
	Finance & Activity Performance Report for the Period ending 28/2/2011	Finance & Activity Performance Report for the Period ending 31/3/2011		Finance & Activity Performance Report for the Period ending 30/4/2011	Finance & Activity Performance Report for the Period ending 31/5/2011	Finance & Activity Performance Report for the Period ending 31/6/2011	Finance & Activity Performance Report for the Period ending 31/7/2011	Finance & Activity Performance Report for the Period ending 31/8/2011	Finance & Activity Performance Report for the Period ending 30/9/2011	Finance & Activity Performance Report for the Period ending 31/10/2011	Finance & Activity Performance Report for the Period ending 30/11/2011	Finance & Activity Performance Report for the Period ending 31/12/2011	Finance & Activity Performance Report for the Period ending 31/1/2012
			Audit Committee Report					Audit Committee Report				Audit Committee Report	
			Investment Committee - Annual Report		Investment Committee - Annual Report			Investment Committee - Annual Report		Investment Committee - Annual Report		Investment Committee - Annual Report	
			Health & Safety - Annual Report		Litigation and Insurance - Annual report								Information Governance Toolkit Assessment

Stakeholder Register/Plan												
Membership Report	Annual Report including Quality Accounts											Stakeholder Register/Plan
Board Agenda - Agree Annual Business Cycle												
Declaration of Directors' Interests												
Trust Seal - to approve authorised Officers												
Date of next meeting: 26 May 2011	Date of next meeting: 2 June 2011	Date of next meeting: 23 June 2011	Date of next meeting: 28 July 2011	Date of next meeting: 25 August 2011	Date of next meeting: 22 September 2011	Date of next meeting: 27 October 2011	Date of next meeting: 23 November 2011	Date of next meeting: 22 December 2011	Date of next meeting: 26 January 2012	Date of next meeting: 23 February 2012	Date of next meeting: 22 March 2012	Date of next meeting: 26 April 2012