

**AGENDA ITEM NO:**

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST  
BOARD OF DIRECTORS  
THURSDAY 22 MARCH 2012**

<b>Title:</b>	<b>ANNUAL CYCLE OF BUSINESS – BOARD OF DIRECTORS</b>
<b>Responsible Director:</b>	David Burbridge, Director of Corporate Affairs
<b>Contact:</b>	Sarah Snowden, Corporate Affairs Assistant, Ext: 14323

<b>Purpose:</b>	To set out the Board of Directors' annual cycle of business for the financial year 12/13.
<b>Confidentiality Level &amp; Reason:</b>	None
<b>Medium Term 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 12/13. 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>
<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 Chairman may approve amendments to the Annual Cycle during the course of the year.</li></ul>

<b>Signed:</b>	<b>Date:</b> 13 March 2012
----------------	----------------------------

BOARD OF DIRECTORS - ANNUAL CYCLE

Key	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Dbu	Minutes of the BoD 22 3-12	Minutes of the BoD 26 4-12	Minutes of the BoD 24 5-12	Minutes of the BoD 5-7-12	Minutes of the BoD 26 7-12	Minutes of the BoD 26 8-12	Minutes of the BoD 27 9-12	Minutes of the BoD 25 10-12	Minutes of the BoD 22 11-12	Minutes of the BoD 20 12-12	Minutes of the BoD 11-13	Minutes of the BoD xx 2-13
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
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
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
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
DR	Capital Programme Update			Capital Programme Update			Capital Programme Update			Capital Programme Update		
KF												
KB	Update on the SOH Site Redevelopment											
FA			Sustainability and Carbon Reduction Strategy Update									
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 and annual review of the KPIs
	Monitor Quarterly Governance Declaration Q4 report	Monitor Annual Plan		Monitor Quarterly Governance Declaration Q1 report			Monitor Quarterly Governance Declaration Q2 report			Monitor Quarterly Governance Declaration Q3 report		
	2011/12 Trust Annual Plan Q4 Update			2012/13 Trust Annual Plan Q1 Update			Refresh of the Trust 5 Year Strategy and 2012/13 Trust Annual Plan Q2 update			2012/13 Trust Annual Plan Q3 Update	Draft Trust Annual Plan 2013/14	
			National Targets and Indicators Annual Report for 2012/13									
			Annual Workforce Report 2012/13									
						Update against research performance and activity report						Annual Research Report 2012/13
											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
	Draft Quality Report/Account for 2011/12 (includes Q4 data)	Final Quality Report/Account for 2011/12				Quality Accounts Update report Q1 2012/13			Quality Accounts Update report Q2 2012/13		Quality Accounts Update for Qtr 3 2012/13	Process for the Development of the Trust's 2012/13 Quality Report
	Prevention Infection & Control Report for March 2012 and Action Plan for 2012/13	Prevention Infection & Control Report for April 2012	Prevention Infection & Control Report for May 2012	Prevention Infection & Control Report for June 2012 and Action Plan Update	Prevention Infection & Control Report for July 2012	Prevention Infection & Control Report for August 2012	Prevention Infection & Control Report for September 2012 and Action Plan Update	Prevention Infection & Control Report for October 2012	Infection Control Report for November 2012	Prevention Infection & Control Report for December 2012 and Action Plan Update	Prevention Infection & Control Report for January 2013	Prevention Infection & Control Report for February 2012 and final Action Plan Update for 2012/13
	Patient Care Quality Report		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					
		Infection Prevention and Control Annual Report 2011/12										
						Safeguarding Adults and Children - Annual report 2011/12						
	Annual Financial Plan 2012/13										Draft Annual Financial Plan 2013/14	
	Finance & Activity Performance Report for the Period ending 31/3/2012		Finance & Activity Performance Report for the Period ending 30/5/2012	Finance & Activity Performance Report for the Period ending 31/6/2012	Finance & Activity Performance Report for the Period ending 31/7/2012	Finance & Activity Performance Report for the Period ending 31/8/2012	Finance & Activity Performance Report for the Period ending 30/9/2012	Finance & Activity Performance Report for the Period ending 30/10/2012	Finance & Activity Performance Report for the Period ending 30/11/2012	Finance & Activity Performance Report for the Period ending 31/12/2012	Finance & Activity Performance Report for the Period ending 31/1/2013	Finance & Activity Performance Report for the Period ending 28/2/2013
		Annual Accounts including Letter of Representation and AGS										
	Board Assurance Framework	Audit Committee Annual Report					Audit Committee verbal report				Audit Committee verbal report	
			Investment Committee annual Report	Investment Committee Verbal report			Investment Committee Verbal report			Investment Committee Verbal report	Investment Committee Verbal report	
			Occupational Health & Safety - Annual									
				Litigation and Insurance - Annual report								
												Information Governance Toolkit Assessment
		Annual Report										
	Membership Recruitment & engagement annual Report											
Consent												Board Agenda - Agree Annual Business Cycle
	Audit Committee Minutes - March	Audit Committee Minutes - May	Audit Committee Minutes - June					Audit Committee Minutes - November				Audit Committee Minutes - February
	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 *	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 *	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 *	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 *
	Date of next meeting: 24 May 2012	Date of next meeting: 5 July 2012	Date of next meeting: 26 July 2012	Date of next meeting: 23 August 2012	Date of next meeting: 27 September 2012	Date of next meeting: 25 October 2012	Date of next meeting: 22 November 2012	Date of next meeting: 20 December 2012	Date of next meeting: xx January 2013	Date of next meeting: xx February 2013	Date of next meeting: xx March 2013	Date of next meeting: xx April 2013

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

Indicates where due but delayed