

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**  
**COUNCIL OF GOVERNORS**  
**TUESDAY 16 FEBRUARY 2016**

|                              |  |
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| <b>Title:</b>                | <b>ANNUAL CYCLE OF BUSINESS</b>                |
| <b>Responsible Director:</b> | David Burbridge, Director of Corporate Affairs |
| <b>Contact:</b>              | Sarah Snowden, Governor Liaison, Ext: 14323    |

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| <b>Purpose:</b>                            | To set out the Council of Governors' annual cycle of business for the financial year 16/17.  |
| <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 Council of Governors during the financial year 16/17. It is intended to capture those items which the Council of Governors 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 Chair for her approval.</p> |
| <b>Recommendations:</b>                    | <p>The Council of Governors 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>  |

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| <b>Approved by:</b> David Burbridge | <b>Date:</b> 6 February 2016 |
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**COUNCIL OF GOVERNORS - ANNUAL CYCLE 2016/17**

| 09 May 2016  | 22 July 2016                               | 08 September 2016   | 19 September 2016  | 19 September 2016 | 17 November 2016  | 08 December 2016  | xx February 2017  | xx March 2017  |
|--|--|---|--|-------------------|---|---|---|--|
| Minutes of the CoG 16 Feb 2016   | Minutes of the CoG 9 May 2016              | Minutes of the CoG 22 July 2016   | <b>Meeting between Council of Governors and Non Executive Directors (Holding to Account)</b> | <b>AGM</b>        | Minutes of the CoG 8 Sept 2016  | <b>Joint Meeting between Council of Governors and Executive Directors (Initial Discussion on next year's Annual Plan)</b> | Minutes of the CoG 17 November 2016   | <b>Meeting between Council of Governors and Non Executive Directors (Holding to Account)</b> |
| Matters Arising  | Matters Arising                            | Matters Arising   |  |                   | Matters Arising   |   | Matters Arising   |  |
| Chair's Report   | Chair's Report                             | Chair's Report  |  |                   | Chair's Report  |   | Chair's Report  |  |
| Draft Quality Report/Account for 2015/16 (includes Q4 data)  |  | Q1 Quality Account Update Report  |  |                   | Q2 Quality Account Update Report  |   | Q3 Quality Account Update Report  |  |
|  | Membership Strategy                        | Final Annual report & Accounts inc Quality Report/Account for 2015/16       |  |                   |   |   | Quality Account Priorities for 2017/18                                      |  |
| Performance Indicators Report, 2015/16 Annual Plan Year End Update, and 2016/17 Annual Plan Update |  | Performance Indicators Report   |  |                   | Performance Indicators Report and 2016/17 Annual Plan Update                |   | Performance Indicators Report and 2016/17 Annual Plan Update                |  |
| Patient Care Quality - Quarterly Report to include Infection Control update                        | Report from Chair of Audit Committee       | Patient Care Quality - Quarterly Report to include Infection Control update |  |                   | Patient Care Quality - Quarterly Report to include Infection Control update |   | Patient Care Quality - Quarterly Report to include Infection Control update |  |
| Finance & Activity Performance Report Quarterly Report   | Approve appt of External Auditor for 17/18 | Finance & Activity Performance Report Quarterly Report                      |  |                   | Finance & Activity Performance Report Quarterly Report                      |   | Finance & Activity Performance Report Quarterly Report                      |  |
| Outcome of Chair and NED Appraisals  | Report from Chair of Investment Committee  |   |  |                   |   |   | Approve Annual Cycle of Business  |  |
| Date of next meeting: 22 July 2016   | Date of next meeting: 6 September 2016     | Date of next meeting: 17 November 2016                                      |  |                   |   |   | Date of next meeting: xx February 2017                                      |  |

| Key |      |
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|     | Dbu  |
|     | JS   |
|     | CW   |
|     | TJ   |
|     | MSx  |
|     | FA   |
|     | DR   |
|     | PN   |
|     | AMcK |
|     | KB   |