

Annual Cycle of Business 2011/12

	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12
Patient Safety and Patient Experience												
Quality & Patient Safety Reports (incorporating SUIs)	Report	Report	Report	Report		Report	Report	Report	Report	Report	Report	Report
Patient Experience (incorporating Complaints, PALS claims and incidents and Privacy and dignity and PROMS)		Annual Report and Patient Story		Progress report incorporating Annual patient survey. Strategy update for 2011/12		Q1 Progress Report and Patient Story		Q2 Progress Report and Patient Story <i>Annual Patient Survey Takes Place</i>			Q3 Progress Report and Patient Story	
Infection Control		Annual Director of Infection Prevention and Control Report										
Operational Performance and Use of Resources												
Operational Performance	Performance Scorecard	Performance Scorecard	Performance Scorecard	Performance Scorecard		Performance Scorecard	Performance Scorecard	Performance Scorecard	Performance Scorecard	Performance Scorecard	Performance Scorecard	Performance Scorecard
Millennium CRS	Update Report	Update Report	Update Report <i>Implementation Date</i>	Update Report		Update Report						
Finance Report	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan		Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan	Finance Report Financial Delivery Plan
Budget											Approve 2012/13 Budget	
CRES / QIPP	CRES Update	CRES/QIPP Update	CRES/QIPP Update	CRES/QIPP Update		CRES/QIPP Update	CRES/QIPP Update	CRES/QIPP Update	CRES/QIPP Update QIPP Plan 2012/13	CRES/QIPP Update	CRES/QIPP Update	CRES/QIPP Update
HR Issues incorporating workforce targets and staff survey		Q4 2010/11 HR Report including Staff survey results		Q1 HR Report including Staff Survey Action Plan			Q2 HR Report	<i>Staff Survey Takes Place</i>		Q3 HR Report		
Estates	Update Report			Update Report			Update Report			Update Report		
Contracting Performance				Update Report		Update Report	Update Report	Update Report	Update Report	Update Report	Update Report	Update Report
Strategy / Business Planning and Improvement												
Strategy	6 Monthly Review of Strategic Plan						6 Monthly Review of Strategic Plan			Strategic Plan Review 2012/13		Approve Strategic Plan 2012/13
Business Plan							Approve Winter Plan 2011/12	Business Plan 2011/12 Mid Year Review	Draft Business Plan 2012/13		Approve Business Plan 2012/13	
Foundation Trust Application	SHA Board Observation (Informal) Update Report	Approve IBP (Second Draft)	Approve revised LTFM Update Report	Approve IBP (Final) SHA Board Observation (Formal)		Update Report	Update Report	Update Report	Update Report	Update Report	Update Report	Update Report
Corporate Governance / Non-Clinical Risk / Regulatory												
Other Reports	Review & Approve Trust Board Declaration of Interests Approve Register of Seals Information Governance Annual Report Adoption of the Code of Conduct and Nolan Principles	Equality & Diversity Report (monitoring and action plan update)	Annual Accounts signed off including Annual Report Approve Quality Accounts Statement on Internal Control and Head of Internal Audit Opinion	Safeguarding Children Annual Report 2010/11 CQC Registration Assurance Report		Approve Corporate Social Responsibility Report Safeguarding Adults Annual Report 2010/11 ALE Progress Report 2011/12 & Action Plan - if applicable		Annual Audit Letter	CQC Registration Assurance Report	Approve Changes to Standing Orders, Standing Financial Instructions and Delegated Authority	Review Annual Board cycle 2012/13	
CQC Registration	Update on Outcome Compliance											
Assurance Framework			Review Performance Summary				Review Performance Summary			Review Performance Summary		Final Review Framework 2011/12 Approve Framework 2012/13
Risk Register	Review new red risks	Review new red risks	Review new red risks and top 10 risks	Review new red risks		Review new red risks and top 10 risks	Review Risk Management Strategy Review new red risks	Review new red risks	Review new red risks and top 10 risks	Review new red risks	Review new red risks	Review Risk Register (complete register - annual review)
Clinical Governance Committee	Update Report		Update Report			Annual Report and Review of Committee ToRS	Update Report		Update Report		Update Report	
Non Clinical Governance Committee		Update Report				Annual Report and Review of Committee ToRS		Update Report		Update Report		Update Report
Charities Committee	Update Report			Annual Report and Review of Committee ToRS			Update Report			Update Report		
Audit	Update Report			Annual Report and Review of Committee ToRS			Update Report			Update Report		
Management Board							Annual Report and Review of Committee ToRS					
Remuneration Committee												Annual Report and Review of Committee ToRS