

**THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST
INFRASTRUCTURE SUB COMMITTEE CYCLE OF BUSINESS**

Activity Number	Item	Item Detail	Lead	Jan	Apr	Jul	Oct
IS01	Approve terms of reference (ToR) and cycle of business (CoB)	Approve the terms of reference and the cycle of business for the Sub-Committee	Chair				
		Receive a report on changes and annual review of effectiveness of terms of reference including review of meeting attendance by members for the Sub-committee					X
IS02	Risk management	Receive and review the assurances and controls in place that support the mitigation of risks contained in the Executive Risk Register (ERR) and or the Board Assurance Framework (BAF) aligned to the sub-committee	Chair	X	X	X	X
		Consider any changes to risk scores or new risks identified following the considering and testing of assurances received at the sub-committee	Sub-Committee members	X	X	X	X
IS03	Major IT Projects and Programmes	Receive assurance on the implementation of key strategic or major IT projects, including the clinical or operational impact where relevant.		X	X	X	X
IS04	Business Case monitoring	Assess quality impact of IT and property/estates related business cases appropriate to the level of approval required which fall outside of the role of Transforming Cancer Care		As required			
		Receive an assurance report on the realisation of benefits for approved business cases		As required			

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IS05	Health Informatics Assurance Report	To receive on the delivery of the approved IM&T or Health Informatics Strategy		X	X	X	X
IS06	Estates Assurance:	To provide assurance that Propcare are: <ul style="list-style-type: none"> Fulfilling their obligations efficiently and effectively with regards to the SLA in place; Demonstrating that any associated risks are being mitigated or managed; Delivering the Estates Plan/Strategy focussing on its impact on the quality of care 		X	X	X	X
IS07	Legal Compliance	Develop the policy framework insofar as it relates IM&T and Estates/property issues for approval by the [designated Executive Director?] and agree mechanisms for the effective communication of new policy or changes to existing policy. Monitor compliance and receive assurance against any action proposed to mitigate areas of non-compliance identified		As required			
IS08	Capital Programme	Receive an assurance report on the progress made against the agreed capital programme identifying any areas of risk of non-delivery and mitigation action proposed to reduce the risk		X	X	X	X
		Receive assurance on the process for developing the Capital Programme for the following financial year, including the input from the operating divisions/corporate departments.				X	X
IS09	Facilities Management Contract	Receive an assurance report on the delivery and performance of the facilities management contract				X	

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IS10	Business Continuity	Receive assurance that robust business continuity plans are in place as appropriate to this sub-committees agenda				X	
IS11	Continuous improvement	Review the outcomes of relevant investigations, audits, serious incidents, outages and reports, including those that highlight good practice, and ensure that appropriate action plans are in place to implement the learning from such reports to improve systems, processes and practice. Monitor the implementation of relevant plans and report outcomes to the Finance and Performance Committee by exception through the Chairs Report		X	X	X	X
IS12	Sub-Committee reporting	Identify any topics/issues that members wish to raise/escalate with/to Finance and Performance Committee of the Board or with other Committees or Sub-Committees as appropriate.	Chair	X	X	X	X