

THE CLATTERBRIDGE CANCER CARE CENTRE NHS FOUNDATION TRUST
BOARD CYCLE OF BUSINESS

Activity Number	Item	Item Detail	Lead	Jan	Apr	May	Jul	Oct
TB01	Terms of Reference (ToRs) and Cycle of business (CoB)	Approve the terms of reference for the Quality, Audit Finance & Business Development and Nomination/ Remuneration Committees			X			
		Receive Annual Reports from Quality, Audit Finance & Business Development Committees						
		Receive a report on changes and annual review of effectiveness of the terms of reference for the Trust Board including a review of the meeting attendance by members Review the effectiveness of the Board and its committees in discharging their responsibility						
TB02	Values	Approve and keep under review the organisations values following consultation with the executive Directors and Trust staff		At least every 5 years				
TB03	Strategic Direction	Approve on the recommendation of the Chief Executive, and keep under regular review, a mission statement and 10 year visioning document		As required and at least every 3 years				
		Approve on the recommendation of the Chief Executive, and keep under regular review, a Medium Term Strategy (3-5 years).		X				

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		Approve on the recommendation of the Chief Executive an Annual Plan in support of the Medium Term strategy		X				
		Approve and keep under regular review appropriate supporting and enabling strategies in support of the Medium Term Strategy and vision such as but not limited to; Quality, Finance, Workforce, Estates, Marketing, Business Development, Commercial, Communications, Innovation and IT strategies.		X				
		Approve actions arising from issues brought to the Board including any amendments to strategy		X	X		X	X
		Monitor and keep under regular review horizon scanning in relation to changes in national, regional and local policy and or market position that may affect strategic and or operational plans.		X	X		X	X
TB04	Capital Planning	Approve on the recommendation of the Chief Executive a Capital Plan in support of the Medium Term Strategy and an annual Capital Plan in support of the Annual Plan			X			

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TB05	Risk Appetite and Risk Management	Develop and at least every three years keep under review the Boards Risk Appetite Statement for dissemination across the organisation		As required but at least every 3 years				
		Develop and approve an appropriate strategy for the management of risk across the organisation and on the advice of the Audit Committee receive assurance that this is working effectively throughout the organisation.		As required but at least every 3 years				
		Monitor and keep under regular review the arrangements for risk transfer and pooling including those covered by insurance policies and the NHS Resolution.					X	
		Monitor and keep under regular review the Board Assurance framework and rigorously challenge and scrutinise the adequacy of the existing or proposed control environment in relation to the reduction and management of significant risks		X	X		X	X
TB06	Structures and funding	Approve on the recommendation of the Chief Executive the organisational structure and any significant changes to the shape of the organisational structure or its funding streams.		As required but at least every 5 years				

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TB07	Budgets and CIPs	Approve and keep under review an Annual Budget and CIP Plan in support of the Annual Plan and Medium Term Strategy.			X			
TB08	Subsidiary entities, JVs and other associated organisations	Approve the strategic direction, commercial strategy and funding streams for operating subsidiaries or associated legal entities under the direction and control of the Trust		As required				
		Monitor and keep under review the performance of all relevant subsidiary organisations in accordance with the terms of the shareholder/stakeholder agreement.		X	X	X	X	X
		Approve the governance arrangements relating to JVs or other associated organisations where the Trust has a joint or controlling interest in order to ensure visibility of strategic direction, risk exposure and continuing strategic fit with the Trust.			X			
		Approve any material extension of the Trusts activities into new or novel business or geographic areas. Approve any decision to cease to operate or divest in all or any material part of the Trusts activity.		As required				

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TB09	Governance Frameworks	Approve and keep under regular review a comprehensive Board level Scheme of Delegation (including the Schedule of Matters reserved for the Board), SFIs and Standing Orders		As required and at least every 3 years				
		Approve and keep under regular review the Trust Constitution		As required and at least every 3 years				
		Approve on the recommendation of the Director of Finance a Pricing Framework				X		
		Approve and keep under periodic review a schedule of Trust Policies and approve as required those policies specifically reserved for the Board.		As required and at least every 3 years				
		Approve the use of the Trust Seal		As required or at least once a year				
		Approve the appointment of a NED as the Senior Independent Director (SID) in consultation with the Council of Governors		As required and at least every 3 years				
TB10	Performance	Set clear and measureable indicators for success against clinical, quality, operational and financial standards and against strategic milestones.		X	X	X	X	
		Receive and review management accounts, cash flow						

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		forecasts and indicative summary financial accounts position.						
		Monitor and keep under review the performance of the Trust against regulatory compliance, agreed strategies and plans.						
		On the recommendation of the Chief Executive approve remedial plans to address areas of poor performance and improve outcomes.						
		Receive and evaluate relevant information that benchmarks the organisation against its peers locally and nationally.		As available but at least annually				
		Review the outcome of external reports and/or improvement notices and test the adequacy of remedial plans to address any deficiencies or gaps.		As required				
TB11	Decision making	Approve decisions reserved for the Trust Board in line with the Decision Rights Framework and SFIs		X	X	X	X	X
TB12	External Reporting	On the recommendation of the Audit Committee approve and sign the Annual Report, Financial Statements, Quality Account and associated statements.				X		

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TB13	Corporate Trustee	Approve the governance arrangements in relation to the Charitable endeavours where the Board acts as Corporate Trustee.			X			
		Approve the Charity Annual Report and Accounts as Corporate Trustee						X
		Monitor performance of the Charitable concern through the receipt of a formal Report from the Chair of the Charitable Funds Committee.					X	
TB14	Assurance	Receive assurance from the Chief Executive in relation to the system of evidence based assurance in the organisation and the confidence that can be gained from the process in relation to confirmation of compliance with all relevant legislation, regulation (including compliance with Licence conditions) policies and procedures in support of the Annual Governance Statement. Evaluate the risks associated with any reported areas of significant or systemic non-compliance.		X				

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		Receive assurance from the Chairs of the Committees of the Board in relation to the performance of the Trust in meeting regulatory targets, compliance and achieving progress against agreed plans and strategies.		X	X		X	X
		Receive assurance from the Audit Committee and the external Auditor on the adequacy of the internal financial controls in place, the integrity of the accounting records, the management of solvency risks and the adequacy of the system of internal control.				X		