

## BOARD OF DIRECTORS PART 1

<b>Agenda Items</b>	<b>P1-077-18</b>	<b>Date</b> 23 <sup>rd</sup> May 2018						
<b>Subject /title</b>	<b>Proposed Trust Board Business Cycle</b>							
<b>Author</b>	<b>Andrea Leather, Head of Corporate Governance</b>							
<b>Responsible Director</b>	<b>Ann Farrar, Interim Chief Executive</b>							
<b>Executive summary and key issues for discussion</b>								
<p>A revised annual cycle of business is presented for the Board's consideration and approval.</p> <p>Following discussions at the Board meeting on the 25<sup>th</sup> April 2018, the Board will now operate on a bi-monthly rather than quarterly basis to ensure it has appropriate and timely oversight of the business of the Trust. The cycle of business has therefore been revised to align with this schedule.</p> <p>The committee and sub-committee meeting schedules will also move to a monthly or bi-monthly reporting cycle.</p>								
<b>Strategic context and background papers (if relevant)</b>								
n/a								
<b>Recommended Resolution</b>								
The Board is asked to review and approve the revised annual cycle of business.								
<b>Risk and assurance</b>								
This report provides assurance to the Board that it will meet its duties over the course of the year.								
<b>Link to CQC Regulations</b>								
Regulation 17: good governance								
<b>Resource Implications</b>								
<b>Key communication points (internal and external)</b>								
<b>Freedom of Information Status</b>								
<p>FOI exemptions must be applied to specific information within documents, rather than documents as a whole. Only if the redaction renders the rest of the document non-sensical should the document itself be redacted.</p> <p><b>Application Exemptions:</b></p> <ul style="list-style-type: none"> <li>• <b>Prejudice to effective conduct of public affairs</b></li> <li>• <b>Personal Information</b></li> <li>• <b>Info provided in</b></li> </ul>	<p>Please tick the appropriate box below:</p> <table style="width: 100%;"> <tr> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td><b>A. This document is for full publication</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>B. This document includes FOI exempt information</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>C. This whole document is exempt under FOI</b></td> </tr> </table> <p><b>IMPORTANT:</b></p> <p>If you have chosen B above, highlight the information that is to be redacted within the document, for subsequent removal.</p>		<input checked="" type="checkbox"/>	<b>A. This document is for full publication</b>	<input type="checkbox"/>	<b>B. This document includes FOI exempt information</b>	<input type="checkbox"/>	<b>C. This whole document is exempt under FOI</b>
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<b>confidence</b> <ul style="list-style-type: none"> <li>• <b>Commercial interests</b></li> <li>• <b>Info intended for future publication</b></li> </ul>	Confirm to the Trust Secretary, which applicable exemption(s) apply to the whole document or highlighted sections.
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### Equality & Diversity impact assessment

Are there concerns that the policy/service could have an adverse impact because of:	Yes	No
Age		✓
Disability		✓
Sex (gender)		✓
Race		✓
Sexual Orientation		✓
Gender reassignment		✓
Religion / Belief		✓
Pregnancy and maternity		✓
Civil Partnership and Marriage		✓

If YES to one or more of the above please add further detail and identify if full impact assessment is required.

### Next steps

- Agreement of the reporting timetable for the Board and its Committees.

### Appendices

### Strategic Objectives supported by this report

Improving Quality	✓	Maintaining financial sustainability	✓
Transforming how cancer care is provided across the Network		Continuous improvement and innovation	
Research		Generating Intelligence	

### Link to the NHS Constitution

Patients		Staff	
Access to health care	✓	<i>Working environment</i> Flexible opportunities, healthy and safe working conditions, staff support	
Quality of care and environment	✓	<i>Being heard:</i> <ul style="list-style-type: none"> <li>• Involved and represented</li> <li>• Able to raise grievances</li> <li>• Able to make suggestions</li> <li>• Able to raise concerns and complaints</li> </ul>	
Nationally approved treatments, drugs and programmes			
Respect, consent and confidentiality			
Informed choice		Fair pay and contracts, clear roles and responsibilities	
Involvement in your healthcare and in the NHS		Personal and professional development	
Complaint and redress		Treated fairly and equally	

# PROPOSED

## The Clatterbridge Cancer NHS Foundation Trust - Annual board reporting cycle 2018/19

Item	March 2018	April 2018	May 2018	June 2018*	July 2018	Aug 2018	Sept 2018
CEO Report Integrated Performance Report Finance Report	By e-mail	✓	By e-mail	By e-mail	✓	By e-mail	✓
<b>Strategic Planning</b>							
10 year strategy (Board Development days TBC)							
Corporate plan and objectives 18/19		✓	By e-mail		✓		
Board Assurance Framework		✓			✓		
Operational Plan							
Finance & investment (included in DoF report)	✓	✓			✓		
Financial plans – revenue and capital							
External developments & relationships & horizon scanning					✓		
<b>Regulatory requirements:</b>							
Annual compliance - CQC regulations & key lines of enquiry		Declaration					✓
Annual reports from Audit & Governance committees		Draft	Approve				
Annual Governance Statement			Approve				
Annual report, financial statements and quality accounts			Approve				
Statement on Code of Governance		Draft	Approve				
Letter of representation & independence			Approve				
Well-Led Self Evaluation					✓		
Board development / time out days				CQC baseline assessment (SL) Effective Panel membership (HB)	Well-led Self Assessment (DH)		
Other Items		Registers of approvals / sealings Approve SOs and SFIs (after approval by audit)					

\* Board Assurance Framework 2018/19 – Extraordinary Audit / Governance & Compliance Committees (early in month)

# PROPOSED

## Annual board reporting cycle Oct 2018 – Mar 2019

Item	October 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019
CEO Report Integrated Performance Report Finance Report		✓		✓		✓
<b>Strategic and annual items:</b>						
10 year strategy	To approve					
Corporate plan and objectives	✓			✓		End of Year and Approve next year's
Board Assurance Framework	✓	✓		✓		Approve next year's
Operational Plan				Review draft		Approve next year's
Finance & investment	✓			✓	Review this year plans Draft plans- revenue & capital (Board time out)	Approve next year's
Financial plans – revenue and capital						First draft for next year
External developments & relationships & horizon scanning			✓			✓
<b>Regulatory requirements:</b>						
Annual compliance- CQC regulations & key lines of enquiry						
Annual reports from audit & governance committees					Commence Draft	
Annual Governance Statement					Commence Draft	
Annual report, financial statements and quality accounts					Commence Draft	
Statement on code of governance						
Letter of representation & independence						Directors to sign
Board reporting cycle						Approve next year's
Annual review – Register of Interests						✓
Annual review – Fit & Proper Persons declarations						✓
Annual review – Terms of reference Board Committees						✓
Well-Led Self Evaluation	✓					✓
Board development / time out days		Draft Operational Plan Priorities 2019/20				Review Board effectiveness Well-led effect
Other Items						