



Report Cover Sheet

Report to:	Trust Board	
Date of the Meeting:	24 April 2019	
Agenda Item:	P1-081-19	
Title:	Annual Trust Board Reporting Cycle	
Report prepared by:	Angela Wendzicha, Associate Director of Corporate Governance	
Executive Lead:	Liz Bishop, CEO	
Status of the Report:	Public	Private
	X	

Paper previously considered by:	N/A
Date & Decision:	

Purpose of the Paper/Key Points for Discussion:	<p>The Board Reporting Cycle for 2019/20 is presented to the Board for approval.</p> <p>The Trust Board should approve an annual cycle of business to ensure that the Trust Board is effectively carrying out its role in leading the Trust.</p> <p>The proposed cycle of business has been developed based on the previous year's cycle of business, principles of good corporate governance and reference to the Trust's Standing Orders, Standing Financial Instructions and Scheme of Reservation and Delegation. The cycle of business is therefore considered to be a comprehensive description of the regular business to be transacted by the Trust Board.</p> <p>The Trust Board will receive additional reports throughout the year on areas of risk or interest and these will be kept under regular review to ensure that the Trust Board is receiving accurate and timely reports relevant to business and the external environment within which it operates. These reports alongside business cases and post implementation reviews will be collated and managed via the Forward Planner.</p> <p>The cycle will ensure that the annual core business of the Board is in accordance with good governance and regulatory requirements.</p>
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Action Required:	Discuss	X
	Approve	X

Next steps required

Once approved by the Board, the cycle will be used to inform the Board annual reporting calendar.

The paper links to the following strategic priorities (please tick)

Deliver outstanding care locally		Collaborative system leadership to deliver better patient care	
Retain and develop outstanding staff		Be enterprising	
Invest in research & innovation to deliver excellent patient care in the future		Maintain excellent quality, operational and financial performance	X

The paper relates to the following Board Assurance Framework (BAF) Risks

BAF Risk	Please Tick
1. If we do not optimise quality outcomes we will not be able to provide outstanding care	√
2. If we do not prioritise the costs of the delivering the Transforming Cancer Care Programme we will not be able to maintain our long-term financial strength and make appropriate strategic investments.	√
3. If we do not have the right infrastructure (estate, communication & engagement, information and technology) we will be unable to deliver care close to home.	√
4. If we do not have the right innovative workforce solutions including education and development, we will not have the right skills, in the right place, at the right time to deliver the outstanding care.	√
5. If we do not have an organisational culture that promotes positive staff engagement and excellent health and well-being we will not be able to retain and attract the right workforce.	√
6. If we fail to implement and optimise digital technology we will not deliver optimal patient outcomes and operational effectiveness.	√
7. If we fail to position the organisation as a credible research partner we will limit patient access to clinical trials and affect our reputation as a specialist centre delivering excellent patient care in the future.	√
8. If we do not retain system-wide leadership, for example, SRO for Cancer Alliance and influence the National Cancer Policy, we will not have the right influence on the strategic direction to deliver outstanding cancer services for the population of Cheshire & Merseyside.	√
9. If we do not support and invest in entrepreneurial ideas and adapt to changes in national priorities and market conditions we will stifle innovative cancer services for the future.	√
10. If we do not continually support, lead and prioritise improved quality, operational and financial performance, we will not provide safe, efficient and effective cancer services.	√

Equality & Diversity Impact Assessment

Are there concerns that the policy/service could have an adverse impact on:	YES	NO
Age		X
Disability		X
Gender		X
Race		X

Sexual Orientation		X
Gender Reassignment		X
Religion/Belief		X
Pregnancy and Maternity		X

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

Trust Board Annual Reporting Cycle													
		April 19	May 19	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20
Meeting date:		24 Apr	29 May	26 June	24 July	No meeting	25 Sept	30 Oct	27 Nov	No meeting	TBC	TBC	TBC
Papers deadline:			20 May	17 June	15 July		16 Sept	21 Oct	18 Nov		TBC	TBC	TBC
Standing Items													
Welcome from the Chair & Apologies	Chair	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Declarations of interests	All	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Minutes of the previous meeting	Chair	Approve	Approve	Approve	Approve		Approve	Approve	Approve		Approve	Approve	Approve
Matters arising from the minutes/Action log	Chair	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Briefing from the Chair	Chair	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Patient / Staff Focus													
Patient/Staff Story	DON&Q/Exec	Discuss & Note	Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note
Quality, Performance and Resources													
Integrated Performance Report	DofOps	Discuss & Note	Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note
Monthly Safer Staffing Report	DON	Discuss & Note	Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note
Monthly Finance Report	DOF	Discuss & Note	Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note		Discuss & Note	Discuss & Note	Discuss & Note

		April 19	May 19	June 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20
Progress against 3 year Operating Plan	DofOps				Discuss & Note				Discuss & Note				
Board Assurance Framework	ADCG	Discuss			Discuss			Discuss			Discuss		
Final Quality Report			Approve										
Progress against Workforce Strategy							Note						Note
Progress against OD strategy					Note						Note		
Progress against Patient Experience Strategy				Note					Note				
Gender Pay Gap													Approve
WRES													Approve
CQC Action Plan	DON	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Financial/operation planning								Commence discussions					
Reports													
Infection Control	DON			Approve									
Safer Staffing (6 monthly)	DON	Discuss & Note						Discuss & Note					
Health and Safety (Annual Report)							Approve						

[illegible]

		April 19	May 19	June 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20
Risk and Audit Committee Chair's Report	NED						Note		Note				
Quality Committee Chair's Report	NED	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Performance Committee Chair's Report	NED	Note	Note	Note	Note		Note	Note	Note		Note	Note	Note
Nominations & Remunerations Committee	Chair	As required	As required	As required	As required		As required	As required	As required		As required	As required	As required
Register of Interests (Annual Report)	ADCG			Note									
Board of Director's Self Certifications (Fit and Proper)	ADCG		Note										
Board Development	ADCG		Approve										
Well Led Review – Self Assessment	ADCG						Discuss						
Confidential Reports from Executives													
Escalation of Emerging Issues	Execs	As required	As required	As required	As required		As required	As required	As required		As required	As required	As required
Confidential HR matters		As required	As required	As required	As required		As required	As required	As required		As required	As required	As required