

Trust Public Board Meeting, 29 January 2010

Annual Cycle of Business

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1. Purpose

- 1.1 The Trust Board meets on a monthly basis. In addition to the Annual Public Meeting, meetings are held in public every other month (i.e. six times a year). The majority of business is conducted at these open meetings.
- 1.2 In those months where a public meeting is not scheduled, an informal seminar session or development session is usually held. Closed session meetings, known as Part 2, are held every month. Items discussed in closed session are restricted to matters, which are commercial in confidence, relate to personnel issues or would otherwise be inappropriate to discuss with members of the public present. The presumption is that business will be discussed in public unless there is a good reason why it should not be.
- 1.3 To enable the Board to get through the necessary business in the time available, there has been a shift in emphasis, whereby more items are received for information or by exception and discussed briefly, allowing adequate time for discussion of one or two key items per meeting requiring Board input/decision.
- 1.4 The annual cycle of business for the Board is a continuing process of development, reflecting national initiatives and local demand. Many of the requirements reflect levels of assurance which should be in place throughout the year but which are externally confirmed only two or three times a year.
- 1.5 Effective boards depend on having the right information at the right time. Information needs to be focused on the right issues, pitched at the right level of detail and presented clearly.
- 1.6 The Board has taken a view that the sequence of reviewing and informing should be planned in order to give proper opportunity for reflection of purpose, strategic direction and improvement. The attached table considers the main activities the Board will consider during the year.

2. Background

- 2.1 The annual cycle is split into 5 main areas:

2.2 Strategy

- Market and business development
- Key trends and forecast
- Trust's strategic objectives
- Key external developments

2.3 Operational Performance

- Finance
 - I&E, Cash Flow, Debtors, SLR
- Performance (efficiency)
 - Length of stay, Day case rates, Theatre utilisation, Diagnostic utilisation, Waiting times
- Workforce
 - Headcount and salary, Bank and Agency, Sickness, Vacancy and turnover, Diversity
- Patient Experience
 - Outcomes, Privacy and dignity, Complaints
- Clinical Quality
 - HSMR, Readmission, Infection, SUI, Litigation and Claims

2.4 Risk

- Exception reports on key risks

2.5 Regulatory

- Monthly self certification, NHSLA Report, Sign off accounts and SIC, Annual report, Audit Letter, S4BH Declaration

2.6 Other

- Register of Seal, Register of Directors Interests, Scheme of Governance, Annual report on H&S

3. **Recommendations**

The Board are asked to approve the Annual Cycle of Business

David McNeil

Director of Communications and Corporate Affairs

Trust Secretary

January 2010