

**West Hertfordshire Hospitals NHS Trust – Annual Cycle of Board Business 2012/13**

31 May 2012 Post Graduate Centre Hemel Hempstead	6 June 2012 Executive Meeting Room, WGH	26 July 2012 Lecture Theatre 1, MEC Watford	27 September 2012 Lecture Theatre 1, MEC Hemel Hempstead	29 November 2012 Lecture Theatre 1 MEC, Watford	January 2013	March 2013
<b>GENERAL ISSUES: inc Board Briefings from CEO</b>						
Chair's Briefing		Chair's Briefing	Chair's Briefing	Chair's Briefing	Chair's Briefing	Chair's Briefing
Chief Executive Report		Chief Executive Report	Chief Executive Report	Chief Executive Report	Chief Executive Report	Chief Executive Report
Approve 12/13 Cycle of Business		Review of Board's Performance against workplan 11/12				Approve Annual Cycle of Business 13/14
Declaration of Interests						
Use of Trust Seal						
<b>Business Cases/Approval Documents – advise when outline timescale agreed to ensure adequate notification</b>						
	<b>Approve</b> Annual Accounts					
	<b>Approve</b> Annual Report (inc Annual Governance Statement)					
	<b>Approve</b> Quality Account					
<b>REPORTS ON STRATEGIC ISSUES INCLUDING REVIEW OF ANY ISSUES ARISING FROM:</b>						
<ul style="list-style-type: none"> <li>• Markets &amp; business development</li> <li>• Key trends and forecasts</li> <li>• Review FT timetable and progress</li> </ul>						
Board Assurance Framework Report <b>for assurance</b>		Board Assurance Framework Report – for assurance	Board Assurance Framework Report – for assurance	Board Assurance Framework Report – for a assurance	Board Assurance Framework Report – for assurance	Board Assurance Framework Report – for assurance
			Sustainability Strategy			Approve Budget

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<b>STRATEGIC ISSUES AND REVIEW – CONT.</b>						
		Progress against IBP			Progress against IBP	Approve Annual Plan
					Review Interim Budget	Approve Capital Programme
Strategy		Strategy	Strategy	Strategy	Strategy	Strategy
<b>PERFORMANCE ASSURANCE</b>						
		Nursing Quality Indicator Report		Nursing Quality Indicator Report		Nursing Quality Indicator Report
Infection Control Report		Infection Control Report	Infection Control Report	Infection Control Report	Infection Control Report	
SI Summary Report		SI Summary Report	SI Summary Report	SI Summary Report	SI Summary Report	SI Summary Report
		CQC 6 monthly Report <b>for assurance</b>				Outpatient Survey Report for Assurance
		Safeguarding Annual Report <b>for assurance</b>	Quality Account Report			Quality Account draft <b>for review</b>
Annual Security Report <b>for assurance</b>		Health and Safety Annual Report – <b>for assurance</b>				Staff Survey Report for Assurance
		Patient Experience Report, inc Inpatient Survey Report <b>for assurance</b>				IG Toolkit
		CLIP Annual Report – <b>for assurance</b>				
Finance Report		Finance Report	Finance Report	Finance Report	Finance Report	Finance Report

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<b>PERFORMANCE ASSURANCE</b>						
Draft Annual Accounts						
Contract & Performance		Contract & Performance	Contract & Performance	Contract & Performance	Contract & Performance	Contract and Performance
		Progress report against objectives			Progress report against objectives	
<b>Reports on External Scrutiny/Visits</b>						
<b>COMMITTEE REPORTS</b>						
Audit Committee		Audit Committee	Audit Committee	Audit Committee	Audit Committee	Audit Committee
IRGC		IRGC	IRGC	IRGC	IRGC	IRGC
Finance Committee		Finance Committee	Finance Committee	Finance Committee	Finance Committee	Finance Committee
Remuneration Committee			Remuneration Committee			
Strategy Committee						
		Charitable Funds				Charitable Funds
Foundation Trust Board		Foundation Trust Board	Foundation Trust Board	Foundation Trust Board	Foundation Trust Board	Foundation Trust Board