

BOARD OF DIRECTORS MEETING (Open)

Date: 13 December 2017

Item Ref:

09

TITLE OF PAPER	Corporate Calendar
TO BE PRESENTED BY	Margaret Saunders, Director of Corporate Governance (Board Secretary)
ACTION REQUIRED	For approval

OUTCOME	To approve the Corporate Calendar 2017-2018
TIMETABLE FOR DECISION	13 December 2017
BAF OBJECTIVE No AND TITLE	Strategic Aim: Value for Money Strategic Objective: A4 01 BAF: A4 01ii Trust Governance Systems are not sufficiently embedded
LINKS TO OTHER KEY REPORTS / DECISIONS	Corporate Risk Register Board Assurance Framework
LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC	SHSC Constitution SHSC Provider Licence Trust Strategic Framework Single Oversight Framework Regulatory requirements of Care Quality Commission (CQC) Regulatory requirements of NHS Improvement NHS Constitution
IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT	Ensure conditions of the Trust's registration with the CQC are met.
CONSIDERATION OF LEGAL ISSUES	Compliance with Governance requirements of NHS Improvement including Trust Provider Licence.

Author of Report	Margaret Saunders
Designation	Director of Corporate Governance (Board Secretary)
Date of Report	8 December 2017

SUMMARY REPORT

Report to: Board of Directors

Date: 13 December 2017

Subject: Corporate Calendar

From: Margaret Saunders, Director of Corporate Governance (Board Secretary)

Prepared by: Margaret Saunders, Director of Corporate Governance (Board Secretary)

1. Purpose

This paper provides the Board with the Corporate Calendar 2017 – 2018, appendix 1 and reporting schedule, appendix 2.

2. Summary

For a number of years the Board has met in public on a monthly basis however following the Board Development sessions held in July and August this year the Board recognised the potential benefits of dedicating additional time to strategic development. This will provide the opportunity to separate the strategic and assurance roles of the Trust while continuing to ensure all statutory requirements are fulfilled fully supporting accountability and transparency. It is therefore proposed to hold seven public meetings during the year with effect from 1 January 2018. The first Public Board meeting held on Wednesday 14 February 2018.

3. Next Steps

Implementation of the Corporate Calendar 2017 -18 from 1 January 2018.

4. Required Actions

Board is asked to:

- Approve the Corporate Calendar with effect from 1 January 2018.

5. Monitoring Arrangements

Meeting frequency will be monitored throughout the calendar year.

6. Contact Details

For further information, please contact:
Margaret Saunders
Director of Corporate Governance (Board Secretary)
Tel: (0114) 305 0727
Email: Margaret.Saunders@shsc.nhs.uk

CORPORATE CALENDAR (DRAFT)

JANUARY

Wednesday 10	10am -2pm	Board of Directors STRATEGY- Confidential
Monday 22	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee
Tuesday 23	1pm - 3pm	Audit Committee
Tuesday 30	1pm - 4pm	Workforce and OD Committee

FEBRUARY

Wednesday 14	10am -2pm	Board of Directors BUSINESS - Open & Confidential (110th)
Thursday 15	PM	Council of Governors
Monday 26	1pm -3pm	Quality Assurance Committee

MARCH

Wednesday 14	10am -2pm	Board of Directors STRATEGY- Confidential
Monday 26	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee

APRIL

Wednesday 11	10am -2pm	Board of Directors BUSINESS - Open & Confidential (111th)
Monday 23	1pm - 3pm	Audit Committee
Tuesday 24	1pm - 4pm	Workforce and OD Committee
Wednesday 25	PM	Council of Governors
Monday 30	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee

MAY

Wednesday 9	10am -2pm	Board of Directors BUSINESS - Open & Confidential (112th)
Thursday 24	PM TBC PM TBC	Audit Committee EO Board of Directors BUSINESS
Tues 29	1pm -3pm	Quality Assurance Committee

JUNE

Wednesday 13	10am -2pm	Board of Directors STRATEGY- Confidential
Monday 25	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee

JULY

Wednesday 11	10am -2pm	Board of Directors BUSINESS - Open & Confidential (113th)
Tuesday 17	1pm - 3pm	Audit Committee
Monday 23	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee
Wednesday 25	PM	Council of Governors
Tuesday 31	1pm - 4pm	Workforce and OD Committee

AUGUST

Tuesday 28	1pm -3pm	Quality Assurance Committee
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SEPTEMBER

Wednesday 12	10am -2pm	Board of Directors BUSINESS - Open & Confidential (114th)
Monday 24	1pm -3pm	Quality Assurance Committee

OCTOBER

Wednesday 10	10am -2pm	Board of Directors BUSINESS - Open & Confidential (115th)
Tuesday 16	1pm - 3pm	Audit Committee
Thursday 18	PM	Council of Governors
Monday 22	10am - 12 noon 1pm -3pm	Finance and Investment Committee Quality Assurance Committee
Tuesday 30	1pm - 4pm	Workforce and OD Committee

NOVEMBER

Wednesday 14	10am -2pm	Board of Directors STRATEGY- Confidential
Monday 26	1pm -3pm	Quality Assurance Committee

DECEMBER

Wednesday 12	10am -2pm	Board of Directors BUSINESS - Open & Confidential (116th)
Monday 24	1pm -3pm	Quality Assurance Committee

Board of Director Meeting - Routine Reporting Schedule

DRAFT PROPOSAL

Item	Exec	Frequency	2018						2019			
			Feb 14	April 11	May 9	July 11	Sept 12	Oct 10	Dec 12	Feb 13	Apr 10	May 8
			Q3		Q4		Q1		Q2	Q3		Q4
Annual Accounts	PE	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Equality & Human Rights	DW	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Governance Statement	MS	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Report	MS	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate Mental Health Act Managers	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audit Committee (Mins/Sig)	PE	f) As Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Board Assurance Framework	MS	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Controlled Drugs Accountable Officer	MH	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance Statement	MS	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Risk Register (Board Risk Profile) [OPEN/CONF]	MS	b) Bi Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Improvement Plan (CIP) Quality Impact Assessment (QIA)	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Declaration of Interests	MS	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eliminating Mixed Sex Accommodation (EMSA) Compliance	CC	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance and Investment Committee (Mins/Sig) - [CONF]	PE	f) As Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance Report [CONF]	PE	a) All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Governor & Membership Matters	MS	a) All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Infection Prevention and Control	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Learning From Deaths - Mortality Dashboard	MH	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Item	Exec	Frequency	2018						2019			
			Feb 14	April 11	May 9	July 11	Sept 12	Oct 10	Dec 12	Feb 13	Apr 10	May 8
			Q3		Q4		Q1		Q2	Q3		Q4
Medical Appraisal/Revalidation	MH	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Act Committee	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Capacity Act & DoLS Steering Group	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notification of Annual Members Meeting	MS	e) Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nurse Revalidation	LL	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLACE Report	PE	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Accounts		e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance Committee (Mins/Sig)	MH	f) As Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Register of Sealings	MS	d) Bi Annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review of SO's/SFI's	MS	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Adults	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safeguarding Children	LL	c) Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safer Staffing	L/MH	a) All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Service Performance Dashboard	PE	a) All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Survey Results	DW	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce and Org Dev Committee (Mins/Sig)	DW	f) As Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workforce Race Equality Standard	DW	e) Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>