Board Agenda Annual Plan 2007/08

Agenda Item/Issue	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
STRATEGY												
Chairman's Report	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Chief Executive's Report	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Annual plan and budget										**Draft**		**Final**
Market and business development monitoring (through Business Development Committee report)		**X**		**X**		**X**		**X**		**X**		**X**
Workforce Strategy								**X**				
Estates Strategy			**X**									
Race Equality Strategy									**X**			
Trust Strategy Review							**Away Day**					
OPERATIONAL PERFORMANCE												
Annual Health Check							**X**					
Financial Report	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
"Dashboard" and business plan implementation exception report (through Performance Management Committee report)	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

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Finance and Efficiency Review						X						
Service Experience Report	X			X			X			X		
Annual Patient Survey								X				
Annual Staff Survey		X										
Clinical Quality monitoring (through Practice Standards Committee reports)	X	X	X	X	X	X	X	X	X	X	X	X
RISK												
Assurance Framework (Aug & Feb through Governance Committee Report)	X				X		X				X	
Annual review of risk register										X		
Exception reports on key risks	X	X	X	X	X	X	X	X	X	X	X	X
REGULATORY												
Internal Audit Annual Report and Opinions				X								
External Audit Annual Letter							X					
Annual Accounts and Financial Statements				X								

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Annual Report Text				**X**								
Annual Report Approval and AGM						**X**						
Statement of Internal Control		**X**										
Use of Trust Seal	**X**			**X**			**X**			**X**		
Standards For Better Health Declaration	**X**											
Foundation Trust preparation	**X**	**X**	**X**	**X**								
OTHER												
Board Self Assessment of Effectiveness								**Away day**				
Board Committees' annual reviews and plans		**X**										
Policies and reports as required												
(Shadow) Council of Governors minutes	**X**						**X**			**X**		
Standing Orders Review						**X**						
Infection Control Annual Report						**X**						
Equality and Disability Schemes									**X**			
Mental Health Act Managers Annual Report		**X**										