

Forward schedule for Board meetings

Standing Items

- Apologies
- Board to resolve which papers are open and closed
- Minutes (open session)
- Matters arising and action points
- Declarations of Board member interests
- Chair's report (oral)
- Board members' feedback (oral)
- Chief Executive's report (inc risk graphic and corporate scorecard) and incorporates performance dashboard (Quality Assurance Officer)
- Minutes (closed session)
- Strategic Finance report (closed session)
- OD Update (Standing item until completion) (closed session)
- Any other business

Regular Items

Item	Standing	Quarterly	6 Monthly	Annually	Other
Apologies					
Board to resolve which papers are open and closed					
Minutes (open session)					
Matters arising and action points					
Declarations of Board member interests					
Chair's report (oral)					
Board members' feedback (oral)					
Chief Executive's report inc risk graphic, corporate scorecard and performance dashboard					
Minutes (closed session)					
Strategic Finance report (closed session)					
OD Update (Standing item until completion) (closed session)					
Any other business					
HR Dashboard (as part of CE report)			Sept and March		
Annual Report for sign off				May	
Service Complaints Annual Report				May	
Annual Report on Equalities Scheme				July	
Annual Report on Board				Sept	

Item	Standing	Quarterly	6 Monthly	Annually	Other
Transparency					
Audit Committee Report (RW)					Following audit committee meetings
Annual Assembly update					From Jan until Assembly
Annual Assembly Feedback				November	

2010

March 2010

- Single Equality Scheme Approval (Head of Professional Standards)
- HR Dashboard (HR and Change Manager)
- Hampton Review Mark II (requested at September 2009 awayday) (Director of Standards)
- Corporate Plan Final Sign Off (Head of Planning)
- Audit Committee report
- Adjudication Panel for England Changes (Head of Professional Standards)

May 2010

- The 2010/11 Annual report and accounts for sign off (As requested at July 2009 Board)
- Audit Committee report

July 2010

- Annual Report to Board on Equalities Scheme (As requested at July 2009 Board) (Director of Risk)
- To consider scenarios for an annual public meeting – when, where, agenda items, financial implications, will specific stakeholders be invited. (agreed at Sept 2009 away day)

Sept 2010 (with awayday) (NB – do we wish to separate?)

- HR Dashboard (HR and Change Manager)
- Annual Report on Board Transparency (agreed at Sept 2009 away day)
- Review whether Board papers to be published on web in advance of Board meetings
- Review of Corporate Strategy

Nov 2010

- Budget for 2011/12 (head of Strategic Relations)

2011

Jan 2011

- Corporate Plan (Head of Planning)
- Remuneration Committee

March 2011

- Review our position against the Hampton principles (Director of Standards)

May 2011

- The 2011/12 Annual report and accounts

July 2011

- Annual Report to Board on Equalities Scheme (Director of Risk)

Sept 2011

- HR Dashboard (HR and Change Manager)
- Annual Report on Board Transparency