

HIF Board Meeting Annual Work Programme

2021/22

Dates of Meetings	August	October	December 12 January	23 February	27 April	22 June	31 August	26 October	11 January
Papers due to be submitted to Secretariat			4 January	15 February	19 April	15 June	23 August	18 October	4 January
Standing Items									
Apologies for Absence									
Declaration of Interests		$\sqrt{}$							$\sqrt{}$
Minutes of Previous Meeting (private)		$\sqrt{}$							$\sqrt{}$
Chair's Report		$\sqrt{}$				$\sqrt{}$			
Interim CEO Report		$\sqrt{}$							$\sqrt{}$
Managing Director Report (private)		$\sqrt{}$							$\sqrt{}$
HR & OD Report		$\sqrt{}$							$\sqrt{}$
Confidential Workforce Report		$\sqrt{}$							\checkmark
Commercial Services Report including:	V	V			V				
KPI Dashboard - HDFT:HIF									
KPI Dashboard - HIF:HDFT		$\sqrt{}$							$\sqrt{}$
Minutes from Contract Review Meetings		$\sqrt{}$							$\sqrt{}$
Summary of Risk Register		$\sqrt{}$				$\sqrt{}$			
Evaluation of Meeting and Items to Escalate to HDFT Board	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$		$\sqrt{}$		$\sqrt{}$
Review of Work Programme	V	$\sqrt{}$	$\sqrt{}$		V	$\sqrt{}$	V	√	$\sqrt{}$
Strategy (DATES TO BE AGREED)									
People & OD Strategy/Plan									
Business Strategy/ Annual Review									
Commercial Strategy/Annual Review									
Annual Plan					V				
Service Reviews (achievements, areas to improve, support needed)									

	August	October	December	February	April	June	August	October	December
Governance/Regulatory									
Annual Report and Accounts									
Review of Internal Audit KPI Findings					√				
Counter Fraud Reports (ad hoc)*	*	*	*	*	*	*	*	*	*
Review of Board Effectiveness Findings									
Internal Audit Reports (and ad hoc)	*	*	*	*		*	*	*	*
External Audit Plan									
Annual Audit Plan									
Premises Assurance Model (PAM)							√		√
PLACE Report					4				
Standing Orders/SFIs Annual Review								√	
Policy Register			4	4			√		
Company Pension Scheme Report						V			
Sickness Absence comparisons (HIF T&Cs: HDFT T&Cs)		V						V	
Terms of Reference Annual Review							√		
Attendance Log, Register of Interests						V			
Annual Reports		_		•		<u>'</u>			
Staff Survey Report					√				
Complaints (Annual Summary) and National Inpatient Survey					4				V
Gender Pay Gap									
Health and Safety Report						√			
Adhoc Items									
Six month review of Services (Portering, Catering, CSSD etc) Update and Action Plan			V			V			
Board Planning Day				•					
Business Development/Sustainability/Annual	V								
Plan/People Plan									
Closing Items			•	•					
Any Other Business	$\sqrt{}$	√	V	V		V	V	V	V
Any Additional Risks for Inclusion on Risk Register	V	V	V	V	V	V	V	V	V
Evaluation of Meeting	V	V	V	V	√	√	√	V	V