

## HIF Board Meeting Annual Work Programme

2021/22

Dates of Meetings	August	October	<del>December</del> 12 January	23 February	27 April	22 June	24 August	26 October	21December
Papers due to be submitted to Secretariat			4 January	15 February	19 April	15 June	17 August	18 October	4 January
Standing Items			•						
Apologies for Absence							$\checkmark$	$\checkmark$	
Declaration of Interests		$\checkmark$			$\checkmark$	$\checkmark$			
Minutes of Previous Meeting (private)						$\checkmark$		$\checkmark$	
Chair's Report					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Interim CEO Report					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Managing Director Report (private)					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
HR & OD Report					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Confidential Workforce Report		$\checkmark$			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Commercial Services Report including:					$\checkmark$				
KPI Dashboard - HDFT:HIF						$\checkmark$		$\checkmark$	
KPI Dashboard - HIF:HDFT					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Minutes from Contract Review Meetings					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Summary of Risk Register					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Evaluation of Meeting and Items to Escalate to HDFT Board	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Review of Work Programme					$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Strategy (DATES TO BE AGREED)									
People & OD Strategy/Plan									
Business Strategy/ Annual Review									
Commercial Strategy/Annual Review									
Annual Plan									
Service Reviews (achievements, areas to improve, support needed)									

	August	October	December	February	April	June	August	October	December
Governance/Regulatory									
Annual Report and Accounts	$\checkmark$								
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)									$\checkmark$
PLACE Report					$\rightarrow$				
Standing Orders/SFIs Annual Review									
Policy Register			4	4			$\checkmark$		
Company Pension Scheme Report									
Sickness Absence comparisons (HIF T&Cs : HDFT T&Cs)		V							
Terms of Reference Annual Review									
Attendance Log, Register of Interests									
Annual Reports				1	1				
Staff Survey Report									
Complaints (Annual Summary) and National Inpatient Survey					4				
Gender Pay Gap									
Health and Safety Report									
Adhoc Items				1	•	· · · ·			
Six month review of Services (Portering, Catering, CSSD etc) Update and Action Plan			1			V			
Board Planning Day		•	-	•		- 1			
Business Development/Sustainability/Annual Plan/People Plan							V		
Closing Items									<u>.</u>
Any Other Business	$\checkmark$								
Any Additional Risks for Inclusion on Risk Register	$\checkmark$	N	$\checkmark$	V	$\checkmark$	$\checkmark$			$\checkmark$
Evaluation of Meeting	$\checkmark$								$\checkmark$