

HIF Board Meeting Annual Work Programme

2021/22

Dates of Meetings	August	October	December 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