

## 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						$\sqrt{}$			
Declaration of Interests		V							
Minutes of Previous Meeting (private)						$\sqrt{}$			
Chair's Report	$\sqrt{}$				$\sqrt{}$	$\sqrt{}$			
Interim CEO Report	$\sqrt{}$	$\sqrt{}$		$\sqrt{}$		$\sqrt{}$			
Managing Director Report (private)	$\sqrt{}$	$\sqrt{}$		$\sqrt{}$		$\sqrt{}$			
HR & OD Report						$\sqrt{}$			
Confidential Workforce Report		$\sqrt{}$			$\sqrt{}$	$\sqrt{}$			
Commercial Services Report including:		V							
KPI Dashboard - HDFT:HIF						$\sqrt{}$			
KPI Dashboard - HIF:HDFT						$\sqrt{}$			
Minutes from Contract Review Meetings						$\sqrt{}$			
Summary of Risk Register						$\sqrt{}$			
Evaluation of Meeting and Items to Escalate to HDFT Board		√	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	V	$\sqrt{}$
Review of Work Programme	V	V	V	V			√	V	V
Strategy (DATES TO BE AGREED)									
People & OD Strategy/Plan									
Business Strategy/ Annual Review									
Commercial Strategy/Annual Review									
Annual Plan					$\sqrt{}$				
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					V				
Counter Fraud Reports (ad hoc)*	*	*	*	*	*	*	*	*	*
Review of Board Effectiveness Findings									
Internal Audit Reports ( and ad hoc)	*	*	*	*		*	*	*	*
External Audit Plan									
Annual Audit Plan				V					
Premises Assurance Model (PAM)							<b>√</b>		V
PLACE Report					4				
Standing Orders/SFIs Annual Review								√	
Policy Register			4	√			<b>√</b>		
Company Pension Scheme Report						√			
Sickness Absence comparisons (HIF T&Cs:		V						√	
HDFT T&Cs)									
Terms of Reference Annual Review							<b>√</b>		
Attendance Log, Register of Interests						V			
Annual Reports									
Staff Survey Report									
Complaints (Annual Summary) and National					√				V
Inpatient Survey					- 1				
Gender Pay Gap					√				
Health and Safety Report						<b>√</b>			
Adhoc Items						1		1	1
Six month review of Services (Portering,			V			V			
Catering, CSSD etc) Update and Action Plan									
Board Planning Day Business Development/Sustainability/Annual					<u> </u>	1		T	<u> </u>
	V						V		
Plan/People Plan									
Closing Items Any Other Business					1 2/				1
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Any Additional Risks for Inclusion on Risk Register	V	V	V	V	V	V	V	V	V
Evaluation of Meeting									