

'You matter, we care'

Summary Report - Trust Board Meeting (Part 1)	Date: 30 th October 2013
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Title:	Board Administration Process
Item:	BD/13/220

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Report author(s)	Hannah Dennis, Corporate Governance and Risk Manager

History:	<i>ET – 15.10.13</i>
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This report is for:	
Decision	
Discussion	
To Note	X

Executive Summary of key issues

Processes in place to support the efficient and effective operation of the Trust Board must be robust and consistently applied to ensure the Board has the most accurate, relevant and timely information available to inform decision making. As an organisation the Trust recognises the need for its Board to work effectively and to do so it must have reliable information, an imperative part of the Trust's FT application.

The recently established Governance team, a part of the Corporate Affairs directorate, now has responsibility for the administration of the Trust Board and Board Committees. The team has put processes in place to ensure information reaches the Board following sufficient scrutiny from senior and Executive management, however these processes are reliant on the Trust as a whole understanding its role in the process and providing information when required.

This paper summarises the process for administration of Board papers for the Executive Team to note and to support through provision of information from business areas as required.

The Board is reliant on data extracted from core systems, including IQ and Agresso, and deadlines have been set based on availability of data. A summary of this is attached as appendix 1 to this report.

This report addresses these Strategic Objectives:		
Consolidate		X
Integrate		X
Expand		X

This report addresses these Values:		
Passion	Doing our best, all of the time	X
Respect	Listening, understanding and valuing what you tell us	
Integrity	Being open, honest, straightforward and reliable	X
Diversity	Relating to everyone as an individual	
Excellence	Striving to provide the highest quality support	X

1. Board Administration Process

1.1.4 weeks before Board – Presentation of draft agenda to Executive Team

The Executive Team is provided with the draft agenda for the Board at the meeting held 4 weeks before the Board meeting for changes and additions to be raised.

1.2.4 weeks before Board – Draft agenda circulated to Executive Team

Amendments are made following presentation of the agenda to the Executive Team and this is circulated via email with the deadline for papers given.

1.3.2 weeks before Board – Presentation of Board papers to Executive Team

Board papers are presented to the Executive Team meeting held 2 weeks before the Board for the scrutiny of Executive Directors to ensure the accuracy and relevance of information included. Papers which are not provided by the deadline and therefore not seen by the Executive Team at this meeting may not receive the same quality review and we may be exposed to the risk of decision making being based on inaccurate information.

1.4.2 weeks before Board – Amendments made to papers following Executive Team review

Board papers requiring amendment are returned to report authors with a final deadline for amendments set.

1.5.1 week before Board – Board papers circulated

Papers are uploaded to Boardpad and Ourspace for all Board members to access.

2. Conclusion

The efficient administration of the Board is reliant on Board papers being made available by set deadlines to ensure the quality and accuracy of information included is assured by Executive Team review.