

ANNUAL CYCLE OF BOARD AND COMMITTEE ITEMS

	Standing Items (annual/quarterly)	Which Committee and Why?	Freq.	Trust Board and Reason?	Freq.
1.	Finance outturn and annual accounts.	FRA – Recommendation that Board approves	A	Decision – to approve	A
2.	Annual Audit Plan, including review of previous year.	FRA – Decision – approve plan (plus 6-monthly summary of audits)	A	By exception	A
3.	Children’s services improvement and performance matters (including practice quality, contractual KPIs, Ofsted visits, self-assessment, annual performance outturn).	PPQ – Assurance	Q	Assurance	Q
4.	Business Plan.	FRA – Recommendation that Board approves draft	A	Decision – to approve	A
5.	<p>Budget: consideration of proposed contract sum - the Strategic Group must meet to discuss and agree the Contract Sum for the following year by 30 November. This commences the negotiation process for the Contract Sum for the following financial year.</p> <p>The Trust and the Councils must seek internal approval of the “Provisional Contract Sum” agreed by the parties as part of the negotiation process by 15 January (from 2022).</p>	FRA – Recommendation that Board approves	A	Decision – to approve	A
6.	Annual review and annual report from Year 2 ie. first report to cover November 2020 – March 2022.	PPQ – Recommendation that Board approves	A	Decision – to approve	A
7.	Finance updates including efficiencies.	FRA – Assurance	Q	By exception	---
8.	Strategy/guidelines (eg procurement and IT).	Relevant Committee – to approve or to recommend that Board approves, depending on strategy/guidelines	Q	Decision - to approve (depending on strategy/ guidelines)	Q
9.	Revision of adopted policies (schedule of policies to be prepared for information/tracking).	Relevant Committee – to approve or to recommend that Board approves, depending on policy	Q	Decision - to approve (depending on policy)	Q
10.	Risk Management updates and Risk Register (Register goes to Councils quarterly).	FRA – Decision – approve status of risks	Q	Assurance	Q

	Standing Items (annual/quarterly)	Which Committee and Why?	Freq.	Trust Board and Reason?	Freq.
11.	Health & Safety. [Annual Health & Safety report to both FR&A and P&P Committees for assurance and information.]	FRA – Assurance and information PPQ – Assurance and information	Q Q	By exception	--- ---
12.	Quarterly and Annual Children’s Services Complaints and Compliments reports.	PPQ – Assurance and information	Q	Assurance	A
13.	Annual Independent Reviewing Officers report	PPQ – Assurance and information	A	Assurance	A
14.	To be expanded with other items as and when agreed.				

CONTRACTUAL MATTERS WHICH MAY REQUIRE COUNCIL AGREEMENT

By when	What	Board/Committee planning January 2022 to January 2024
2022		
15 January	The Trust and the Councils must seek internal approval of the “ Provisional Contract Sum ” agreed by the parties as part of the negotiation process. Recurring	Board 20 January FRA
31 May	Draft annual accounts 2020/22 to the Councils. Recurring	Board 21 April FRA
1. 31 July	2. Audited annual accounts 2020/22 to the Councils.	3. Board 21 July 4. FRA
31 July	Prepare the first draft Annual Report for consideration and agreement at the Operational Group. Recurring	Board 21 July PPQ
15 September	Prepare a draft business plan for the 3 years from 1 April 2023 and submit this to the Councils for consultation. Recurring	Board 21 July FRA
15 October	The Strategic Group must convene (unless a different date is agreed) to carry out the Annual Review . Recurring	To be confirmed
30 November	Submit for approval by the Councils a further draft of the business plan , which includes any subsequent amendments agreed between the Trust and the Councils. Recurring	Board 20 October FRA
30 November	The Strategic Group must meet to discuss and agree the Contract Sum for the following year. This commences the negotiation process for the Contract Sum for the following financial year. Recurring	Board 20 October
2023		
15 January	The Trust and the Councils must seek internal approval of the “ Provisional Contract Sum ” agreed by the parties as part of the negotiation process. Recurring	Board 19 January FR&A 17 November or 12 January
31 May	Draft annual accounts 2020/22 to the Councils. Recurring	Board 20 April FR&A 23 February or 18 May
31 July	Audited annual accounts 2020/22 to the Councils.	5. Board 20 July FR&A 29 June
31 July	Prepare the first draft Annual Report for consideration and agreement at the Operational Group. Recurring	Board 20 July PP&Q 23 March or 22 June
15 September	Prepare a draft business plan for the 3 years from 1 April 2023 and submit this to the Councils for consultation. Recurring	Board 20 July or 7 Sept FR&A 29 June

By when	What	Board/Committee planning January 2022 to January 2024
15 October	The Strategic Group must convene (unless a different date is agreed) to carry out the Annual Review. Recurring	To be confirmed
2024		
15 January	The Trust and the Councils must seek internal approval of the “Provisional Contract Sum” agreed by the parties as part of the negotiation process. Recurring	Board 18 January FR&A 16 November or 11 January
Other cyclical reports with contractual obligations		
Quarterly	Risk register to be submitted to the Councils quarterly.	Board quarterly. FRA quarterly.
Monthly	Within 15 working days of each month the Trust must deliver to the Councils the monthly report, which summarises the performance of the Trust against its obligations under the Agreement in respect of the immediately preceding Service Period. To include contractual KPIs, financial information, quality audits, complaints, serious incidents and case reviews, surveys, inspection-related information, statutory returns, performance by the Councils of their functions and dependencies, and “Management Information” on a monthly, quarterly or annual basis where relevant.	Board quarterly. PPQ quarterly.
Quarterly	Summary of the management accounts presented to the Trust Board to include an Income and Expenditure Statement for the period to date and forecast for the Contract Year end.	To be incorporated in regular and routine reporting to the Board and FRA Committee, using a suitable format.
Half yearly	Balance sheet and cash flow.	To be incorporated in regular and routine reporting to the Board and FRA Committee, using a suitable format.