

Horizon Scanning

Code of Practice

Procedure for ensuring relevant reports, changes in guidance and legislation are reported to the Board of Directors

Definition of Horizon Scanning

'The systematic examination of potential threats, opportunities and likely future developments which may impact on the delivery of the Trusts Strategic Priorities'

Introduction

This document describes the processes used by Sherwood Forest Hospitals NHS Foundation Trust to ensure that emerging risks are identified from national and local reports, inquiries, changes and guidance and legislation.

Responsibilities and Procedures

The Chief Executive has ultimate responsibility for risk management with the Trust

The Chief Executives responsibility for risk management at a strategic level is delegated to the Director of Corporate Services/Company Secretary; this includes monitoring national and local reporting e.g. national and local enquiries, public inquiries and media reporting.

The Deputy Director of Corporate Services is responsible for the preparation of the Horizon Scanning Schedule, which will be drawn from the Health Management Bulletins and Keeping Your Finger on the Pulse Bulletins which are circulated by the library service fortnightly, these will be supplemented by other intelligence available.

The Horizon Scanning Schedule will be included in the Chief Executives report to the Board of Directors on a monthly basis.

The Horizon Scanning Schedule will identify those reports which require a formal gap analysis between the recommendations and the Trusts processes and identify the executive who will lead and be accountable for reporting to the Board and appropriate committees the lessons learnt and action planning.

Horizon Scanning Flowchart

