

| Annual Items (Part I) | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| Annual Report and Accounts | CFO/CN | | x | | | | | | | | | | |
| Medical Revalidation Annual Report | MD | | | | | | x | | | | | | |
| Board Self-Certifications • General Condition 6 and Continuity of Services • Condition 7 of the NHS Provider licence • Corporate Governance Statement • Training of Governors | CFO/TS | | x | | | | | | | | | | |
| Consideration of Going Concern | CFO | x | | | | | | | | | | | |
| Gender Pay Audit & Action Plan | | | | | | | | | x | | | | |
| Board Self-Assessment | | | | | | | | | | | | | x |
| Review of Committee Cycle & Dates | | | | | | | x | | | | | | |
| Ad Hoc/Future Agenda Items | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| International Collaborations | | | | x | | | | | | | | | |
| NSTEACS (NSTEMI) Pathway | | | | | | ☐ | | | | | | | |
| GMC Survey results | | | | | | x | ☐ | | | | | | |
| Sustainable Development Management Plan (TBC) | | | | x | | | | | | | | | |
| 7 day services Board Assurance | | | | | | x | | | | | | | |
| Board Learning Together Programme | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| • CQC Fundamentals of Care (28.03.19) | | x | | | | | | | | | | | |
| • (IPC Session Deferred) | | | - | | | | | | | | | | |
| • Information Governance (including GDPR) | | | | x | | | | | | | | | |
| • QI projects | | | | | x | | | | | | | | |
| • Directors responsibilities/Trustee training – Charitable funds (extended session 1 hour) | | | | | | x | | | | | | | |
| • Infection prevention and control | | | | | | | x | | | | | | |
| • QI projects | | | | | | | | x | | | | | |
| • Cyber (extended training session) (1HR 15 MINS) | | | | | | | | | x | | | | |
| • | | | | | | | | | | x | | | |
| • QI projects | | | | | | | | | | | x | | |
| • | | | | | | | | | | | | x | |
| • | | | | | | | | | | | | | x |

Item moved from original planned date : ☐



Royal Papworth Hospital
NHS Foundation Trust

| Schedule of Trust Committees | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|--|--|------------|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|
| Board of Trustees (as required) | | | | | | | | | | | | | |
| Council of Governors | | | | x | | | x | | x | | | | x |
| Annual Members Meeting <u>Board of Director Reports</u> Annual accounts; Any report of the auditor; Annual report; Forward planning information for the next fiscal year. <u>CoG Reports</u> Representative Membership; Membership Strategy; Proposed policy change re composition of the CoG. | | | | | | | x | | | | | | |
| Remuneration and Nominations (For EDs) | | x | | | | x | | | | | | | |
| Quality & Risk Committee | | | x | | x | x | x | x | x | x | x | x | x |
| Performance Committee | | x | x | x | x | x | x | x | x | x | x | x | x |
| Strategic Projects Committee | | x | x | x | x | x | x | x | x | x | x | x | x |
| Audit Committee | | | x | | x | | | x | | | x | | x |

Abbreviations

| | |
|-------|------------------------------|
| CEO | Chief Executive |
| CFO | Chief Finance Officer |
| MD | Medical Director |
| CN | Chief Nurse |
| COO | Chief Operating Officer |
| DW&OD | Director of Workforce and OD |
| DD | Director of Digital |
| EDs | Executive Directors |
| TS | Trust Secretary |