

**AGENDA ITEM 6.i Board Forward Planner Part I: 2020-21**

Agenda Item / Issue	Lead	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<b>Standing agenda items Part I</b>													
Introductions, Apologies, Declaration of Interest	Chair	x	x	x	x		x	x		x		x	
Minutes, Matters Arising, Actions Update	Chair	x	x	x	x		x	x		x		x	
Chair's Report & CEO's Report	Chair & CEO	x	x	x	x		x	x		x		x	
Patient Story	CN	x			x		x	x		x		x	
Performance Committee Chair's Report	PC Chair	x	x	x	x		x	x		x		x	
Integrated Performance Report (PIPR) • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance	EDs	M11	M1	M1	M1		M4	M5		M7		M9	
Research & Education	MD/CN						x						
Q&R Chair's Report	Q&R Chair	x	x	x	x		x	x		x		x	
Governance • Board Assurance Framework • Combined Quality Report • Quality and Risk Committee Minutes • Audit Committee Minutes	TS CN/MD Q&R Chair Audit Chair	x	x	x	x		x	x		x		x	
Freedom to Speak Up Guardian's Report				x				x				x	
Guardian of Safe Working - Report		x						x					
Workforce	DW&OD	x	x	x	x		x	x		x		x	
Matters for Action/Escalation	TS/EDs	x	x	x	x		x	x		x		x	
Items for Board Forward Planner	TS	x	x	x	x		x	x		x		x	
Any Other Business	ALL	x	x	x	x		x	x		x		x	
<b>Strategic Developments (Part I)</b>													
Trust Strategy 2020 – 2025	CEO						x						
Digital Strategy 2020-2025 (update for approval)	DD	x					x						
Research & Development Strategy (new for approval)	MD			☐									
People Strategy (new for approval)	DWOD												
Divisional Strategies (new for approval)	COO												
Education Strategy 2019-2022 (for review)	CNO/MD												
Finance Strategy 2019-2029 (for review)	CFO												
Quality Strategy 2019-2022 (for review)	CNO												
Nursing Strategy (for review)	CNO												
Cambridge Cardiorespiratory Research Strategic Board	MD						x						
Estates and Sustainability Strategy (new for approval)	CFO			☐			x						

<b>Annual Items (Part I)</b>		<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Annual Report and Accounts (Part II)	CFO/CN		☐	x									
Medical Revalidation Annual Report	MD						x						
Board Self-Certifications <ul style="list-style-type: none"> <li>General Condition 6 and Continuity of Services</li> <li>Condition 7 of the NHS Provider licence</li> <li>Corporate Governance Statement</li> <li>Training of Governors</li> </ul>	CFO/TS	☐	x	x									
Consideration of Going Concern	CFO	x											
Gender Pay Audit & Action Plan							x					x	
Board Self-Assessment		x											
Review of Committee Cycle & Dates							x						
<b>Ad Hoc/Future Agenda Items</b>		<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
International Collaborations				☐									
GMC Survey results							x						
7 day services Board Assurance							x						
<b>Board Learning Together Programme</b>		<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
• <b>TBC</b>		x											
• Information Governance (including GDPR)				☐	x								
• QI projects													
• Infection prevention and control							x						
• QI projects								x					
• <b>TBC</b>										x			
• QI projects												x	

Item moved from original planned date : ☐

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 Board of Director Reports Annual accounts; Any report of the auditor; Annual report; Forward planning information for the next fiscal year. CoG Reports Representative Membership; Membership Strategy; Proposed policy change re composition of the CoG.								x				
Appointments Committee (for NEDs )			x				x					
Remuneration and Nominations (For EDs)			x				x					
Quality & Risk Committee	x	x	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	
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