

Board Annual Business Plan Part I

(x indicates items moved to the following month – due to the new Board meeting arrangements).

NB: Part 1 Board Meetings in the following months will be Extraordinary Meetings. - February April, June, August, October, December

Agenda Item / Issue	Lead	May 26	June 26	Jul 26	Aug 26	Sept 26	Oct 25	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27
STANDING ITEMS PART I													
Introductions, Apologies, Declaration of Interest	Chair	X	x	X	X	X	x	X	X	x	x	x	X
Minutes, Matters Arising, Actions Update	Chair	X		X		X		X		x			x
Board Assurance Framework	AD-CG	X		X		X		X		x			x
Chair's Report & CEO's Report	Chair & CEO	X		X		X		X		x			x
Patient Story	CN	X		X		X		X		x			x
PEOPLE													
Workforce Committee Chair's Report	WFC Chair	X		X		X		X		x			x
DWOD Report	DWOD	X		X		x			X	x			x
Guardian of Safe Working – Annual Report	GSW							X					
Resident Doctors 10 Point Plan update	MD	X											
QUALITY													
Quality & Risk Committee Chair's Report	Q&R Chair	X		X		X		X		x			x
Combined Quality Report	CN/MD	X		X		X		X		x			x
PERFORMANCE													
Performance Committee Chair's Report	PC Chair	X		X		X		X		x			x
Performance Committee Chair's Report Integrated Performance Report (PIPR)	Eds	x		X		X		x		x			x
<ul style="list-style-type: none"> • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance 													
Operational Plan Review and Approval	CFO/COO												x
GOVERNANCE													
Audit Committee Chair's Report	Audit Chair		x	x				x			X		x
Governance:		x				X		x		x		X	
<ul style="list-style-type: none"> • Quality and Risk Committee Minutes • Audit Committee Minutes • Performance Committee Minutes • Workforce Committee Minutes 	Q&R Chair Audit Chair PC Chair WFC Chair												
RESEARCH & EDUCATION													
Research & Education	MD/CN	X				x				x			
BOARD FORWARD PLAN													
Matters for Action/Escalation	AD-CG/EDs	x				x		X		x			x
Items for Board Forward Planner	AD-CG	x				x		X		x			x
Any Other Business	ALL	x				x		X		x			x
ANNUAL ITEMS (Part I)													
Medical Revalidation Annual Report	MD						x						

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GMC Survey Results	MD						x						
Board Self-Certifications	AD-CG												x
<ul style="list-style-type: none"> • <i>General Condition 6 and Continuity of Services</i> • <i>Condition 7 of the NHS Provider License</i> • <i>Corporate Governance Statement</i> • <i>Training of Governors</i> 													
Gender Pay Audit Report	DWOD												x
Gender Pay Audit Action Plan		X											
Review of SFI's SO's and SoD	CFO/AD-CG										x		
Annual Assessment Against NHSE EPRR Core Standards	COO								X				
Infection Prevention Control Annual Report	CN						X						
Annual Safeguarding Report	CN						X						
Health & Safety Annual Report	CN								X				
NHSE Provider Self-Assessment (Education)	CN								X				
Annual Nursing Inpatient Establishment Review (Safer Staffing)	CN				X								
End of Life Care Annual Report	CN				X								
Armed Forces Champion Annual Update	AFC								x				

Trust Committees		May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27
Council of Governors			x			x		x				x	
Annual Members Meeting						x							
Appointments Committee (for NEDs)		x					x						
Remuneration and Nominations (For EDs)		x				x							
Quality & Risk Committee	Last Thursday	x	x	x	x	x	x	x	X	X	X	x	x
Performance Committee	Last Thursday	x	x	x	x	x	x	x	X	X	x	x	x
Strategic Projects Committee	Last Thursday		x		x		x		X		x		x
Workforce Committee	Last Thursday	x		x		x		x		X		x	
Audit Committee ¹			x ¹	x			x			X		x	

		May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27
Board of Trustees		x	x	x		x	x	X	x	x	x	x	x
Charitable Funds Committee			x			x							x

NOTES¹ The Audit Committee meeting in June is to review and approve the Annual Report and Accounts.

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Abbreviations:

CEO	Chief Executive	CFO	Chief Finance Officer
D/CEO	Deputy Chief Executive	DWOD	Director of Workforce and OD
MD	Medical Director	CIO	Chief Information Officer
CN	Chief Nurse	Eds	Executive Directors
COO	Chief Operating Officer	AD-CG	Associate Director of Corporate Governance