#### **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	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	Sept 26
STANDING ITEMS PART I													
Introductions, Apologies, Declaration of Interest	Chair	х	Х	х	х	х	х	Х	Х	х	х	Х	х
Minutes, Matters Arising, Actions Update	Chair		Х		Х		Х		Х		Х		х
Board Assurance Framework	AD-CG		Х		х		Х		Х		Х		х
Chair's Report & CEO's Report	Chair &CEO		Х		х		Х		Х		х		х
Patient Story	CN		Х		х		Х		Х		Х		Х
PEOPLE													
Workforce Committee Chair's Report	WFC Chair		Х		х		х		Х		х		х
DWOD Report	DWOD		Х		х		Х		Х		Х		х
Guardian of Safe Working – Report	GSW	х				х				Х			
QUALITY													
Quality & Risk Committee Chair's Report	Q&R Chair		Х		х		Х		Х		х		Х
Combined Quality Report	CN/MD		Х		Х		Х		Х		Х		Х
PERFORMANCE													
Performance Committee Chair's Report	PC Chair		Х		Х		Х		Х		Х		Х
Performance Committee Chair's Report Integrated Performance Report (PIPR)  Safe Effective Caring Responsive People Management and Culture Transformation Finance  GOVERNANCE Audit Committee Chair's Report Governance: Quality and Risk Committee Minutes Audit Committee Minutes Performance Committee Minutes Workforce Committee Minutes	Audit Chair  Q&R Chair Audit Chair PC Chair WFC Chair		x x x		x	x	x	х	x	x	x		x
RESEARCH & EDUCATION													
Research & Education	MD/CN				х				Х				х
BOARD FORWARD PLAN					<u> </u>								
Matters for Action/Escalation	AD-CG/EDs		Х		х		X		х				х
Items for Board Forward Planner	AD-CG		Х	1	х		х		х				х
Any Other Business	ALL		Х	<b>†</b>	х		Х		х				х
ANNUAL ITEMS (Part I)													
Medical Revalidation Annual Report	MD	х											
GMC Survey Results	MD			<b>†</b>									х

## **Board Annual Business Plan Part I**



Board Self-Certifications	AD-CG				Х			
General Condition 6 and Continuity of Services								ł
Condition 7 of the NHS Provider License								ł
Corporate Governance Statement								
Training of Governors								
Gender Pay Audit Report	DWOD				Х			
Gender Pay Audit Action Plan						Х		
WRES & Action Plan	DWOD	Х						
WDES & Action Plan	DWOD	Х						
Review of SFI's SO's and SoD	CFO/AD-CG			Х				
Annual Assessment Against NHSE EPRR Core Standards	C00		Х					
Infection Prevention Control Annual Report	CN							
Annual Safeguarding Report	CN							
Health & Safety Annual Report	CN		Х					
NHSE Provider Self-Assessment (Education)	CN		Х					
Annual Nursing Inpatient Establishment Review (Safer Staffing)	CN						Х	
End of Life Care Annual Report	CN						Х	
Armed Forces Champion Annual Update	AFC	Х						

Trust Committees		Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26
Council of Governors		25	25   X	25	20	20	X	20	20	X	26	26	X
Annual Members Meeting													х
Appointments Committee (for NEDs)		х							х				
Remuneration and Nominations (For EDs)									х				Х
Quality & Risk Committee	Last Thursday	Х	Х	х	Х	Х	х	х	Х	Х	Х	х	Х
Performance Committee	Last Thursday	Х	Х	Х	Х	Х	х	х	Х	х	Х	х	Х
Strategic Projects Committee	Last Thursday	Х		х		Х		х		х		х	
Workforce Committee	Last Thursday		х		х		х		х		х		х
Audit Committee <sup>1</sup>		х			х		х			<b>x</b> 1	х		
		•								-			
Board of Trustees		х		х			Х				Х		T
Charitable Funds Committee			х			х				х			х

NOTES<sup>1</sup> The Audit Committee meeting in June is to review and approve the Annual Report and Accounts.

## **Board Annual Business Plan Part I**

# Royal Papworth Hospital NHS Foundation Trust

#### 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