

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	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 – Report	GSW		x			x				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
- Safe - Effective - Caring - Responsive - People Management and Culture - Transformation - Finance													
GOVERNANCE													
Audit Committee Chair's Report	Audit Chair		x			x		x		x	x		
Governance:			x		x		x		x				x
- 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											
GMC Survey Results	MD												x

Commented [KM1]: December 2025 DWOD Report to include 'Sexual Safety, Fair Recruitment and Inclusive Leadership' - NB- These reports were submitted to the September 2025 Workforce Committee meeting.

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Board Self-Certifications • General Condition 6 and Continuity of Services Condition 7 of the NHS Provider License • Corporate Governance Statement • Training of Governors	AD-CG							x						
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													
Annual Safeguarding Report	CN													
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		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			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			x		x			x ¹	x		

Board of Trustees		x		x			x				x		
Charitable Funds Committee			x			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