

## 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	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	Sept 26	Oct 25
<b>STANDING ITEMS PART I</b>													
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
<b>PEOPLE</b>													
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				
<b>QUALITY</b>													
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
<b>PERFORMANCE</b>													
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													
CT Backlog – Lessons Learnt Report	HMc			X									
<b>GOVERNANCE</b>													
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												
<b>RESEARCH &amp; EDUCATION</b>													
Research & Education	MD/CN			x				X			x		
<b>BOARD FORWARD PLAN</b>													
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		
<b>ANNUAL ITEMS (Part I)</b>													

**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.

**Commented [KM2]:** One-off item

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Medical Revalidation Annual Report	MD													x
GMC Survey Results	MD													x
Board Self-Certifications	AD-CG					x								
• General Condition 6 and Continuity of Services Condition 7 of the NHS Provider License														
• Corporate Governance Statement														
• Training of Governors														
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		Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 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 <sup>1</sup>				x		x			x <sup>1</sup>	x			x	

Board of Trustees		x		x		x		x		x		x		x
Charitable Funds Committee		x		x		x			x		x		x	

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

**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