

## 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	Jan 26	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	Sept 26	Oct 25	Nov 26	Dec 26
<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 – Annual Report	GSW												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			x		
Governance: • Quality and Risk Committee Minutes • Audit Committee Minutes • Performance Committee Minutes • Workforce Committee Minutes	Q&R Chair Audit Chair PC Chair WFC Chair	x		x		x			x		x		
<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>													
Medical Revalidation Annual Report	MD								x				

Commented [KM1]: One-off item

## Board Annual Business Plan Part I

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							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		Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 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		

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