

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
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	
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 													
CT Backlog – Lessons Learnt Report	HMc	x											
GOVERNANCE													
Audit Committee Chair's Report	Audit Chair		X		x		x	x				x	
Governance: <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	x		x		x				X		x	
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		

Commented [KM1]: One-off item

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GMC Survey Results	MD									x			
Board Self-Certifications	AD-CG			x									
<ul style="list-style-type: none"> 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 ¹		x		x			x ¹	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 ¹ 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