

## 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	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	Sept 26	Oct 25	Nov 26	Dec 26	Jan 27
<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	x
Board Assurance Framework	AD-CG	x		X		X		X		X		X	x
Chair's Report & CEO's Report	Chair & CEO	x		X		X		X		X		X	x
Patient Story	CN	x		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	x
Combined Quality Report	CN/MD	x		X		X		X		X		X	x
<b>PERFORMANCE</b>													
Performance Committee Chair's Report	PC Chair	x		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													
Operational Plan Review and Approval	CFO/COO			x									
CT Backlog – Lessons Learnt Report	HM											x	
<b>GOVERNANCE</b>													
Audit Committee Chair's Report	Audit Chair	X	x		x	x			x		x		
Governance:			x		x			x		x		x	
• Quality and Risk Committee Minutes	Q&R Chair												
• Audit Committee Minutes	Audit Chair												
• Performance Committee Minutes	PC Chair												
• Workforce Committee Minutes	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]: One-off item

## Board Annual Business Plan Part I

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						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		Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27
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 <sup>1</sup>	x			x			x

	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27
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