

## 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
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
<ul style="list-style-type: none"> <li>Safe</li> <li>Effective</li> <li>Caring</li> <li>Responsive</li> <li>People Management and Culture</li> <li>Transformation</li> <li>Finance</li> </ul>													
Operational Plan Review and Approval	CFO/COO			x									
CT Backlog – Lessons Learnt Report	HMc												x
<b>GOVERNANCE</b>													
Audit Committee Chair's Report	Audit Chair	X		x		x	x				x		
Governance: <ul style="list-style-type: none"> <li>Quality and Risk Committee Minutes</li> <li>Audit Committee Minutes</li> <li>Performance Committee Minutes</li> <li>Workforce Committee Minutes</li> </ul>	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>													

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 • 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								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.

## Board Annual Business Plan Part I

### 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