

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	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	Sept 26	Oct 25	Nov 26	Dec 26	Jan 27	Feb 27
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			
Resident Doctors 10 Point Plan update	MD			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	
• Safe													
• Effective													
• Caring													
• Responsive													
• People Management and Culture													
• Transformation													
• Finance													
Operational Plan Review and Approval	CFO/COO		x										
GOVERNANCE													
Audit Committee Chair's Report	Audit Chair		x		x	x				x		x	
Governance:								x		x		x	
• Quality and Risk Committee Minutes	Q&R Chair	x		x									
• Audit Committee Minutes	Audit Chair												
• Performance Committee Minutes	PC Chair												
• Workforce Committee Minutes	WFC Chair												
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					

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

	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 26
Board of Trustees	x				x			x	x			
Charitable Funds Committee				x			x					x

NOTES¹ 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