AGENDA ITEM 6.i Board Annual Business Plan Part I

| Agenda Item / Issue | Lead | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| Standing agenda items Part I | | | | | | | | | | | | | |
| Introductions, Apologies, Declaration of Interest | Chair | х | | х | | х | | х | | X | | X | |
| Minutes, Matters Arising, Actions Update | Chair | х | | х | | х | | x | | x | | X | |
| Chair's Report & CEO's Report | Chair &CEO | х | | х | | x | | x | | X | | X | |
| Patient Story | CN | х | | x | | x | | x | | x | | X | |
| Performance Committee Chair's Report | PC Chair | х | | х | | х | | х | | x | | X | |
| Integrated Performance Report (PIPR) Safe Effective Caring Responsive People Management and Culture Transformation Finance | EDs | M11 | | M12 | | M3 | | M5 | | M7 | | M9 | |
| Research & Education | MD/CN | Х | | х | | X | | х | | X | | X | |
| Q&R Chair's Report | Q&R Chair | х | | х | | x | | x | | x | | x | |
| Audit Committee Chair's Report | | х | | х | | x | | | | x | | X | |
| Governance Board Assurance Framework Combined Quality Report Quality and Risk Committee Minutes Audit Committee Minutes Performance Committee Minutes | TS CN/MD Q&R Chair Audit Chair PC Chair | x | | x | | x | | x | | x | | x | |
| Freedom to Speak Up Guardian's Report | FTSUG | | | Х | | | | х | | | | Х | |
| Guardian of Safe Working – Report | RH/MG | х | | | | | | x | | | | | |
| Workforce | DW&OD | х | | X | | X | | х | | X | | X | |
| Matters for Action/Escalation | TS/EDs | х | | х | | х | | х | | х | | X | |
| Items for Board Forward Planner | TS | х | | х | | х | | х | | x | | X | |
| Any Other Business | ALL | х | | х | | х | | x | | x | | X | |
| Strategic Developments (Part I) | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Trust Strategy 2020 – 2025 (review) | CEO | - · | | | | | | x | | | | | |
| Digital Strategy 2020-2025 (review) | DD | х | | | | | | | | | | | |
| Research & Development Strategy (for approval) | MD | | | | | | | | | | | | |
| People Strategy (for approval) | DWOD | х | | | | | | | | | | | |
| Divisional Strategies (for approval) | CO0 | | | | | | | | | | | | |
| Education Strategy 2019-2022 (review) | CNO/MD | | | | | | | | | | | х | |
| Finance Strategy 2019-2029 (review) | CFO | | | | | | | | | | | | |
| Quality Strategy 2019-2022 (review) | CNO | | | | | | | | | | | х | |
| Nursing Strategy 2018-21 (for approval) | CNO | | | х | | | | | | | | | |
| Estates and Sustainability Strategy (for approval) | CFO | | | | | | | | | | | х | |

| Annual Items (Part I) | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|--|--------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| Annual Report and Accounts (Part II) ¹ | CFO/CN | | x | | | | | | | | | | |
| Medical Revalidation Annual Report | MD | | | | | | | x | | | | | |
| Board Self-Certifications General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence Corporate Governance Statement Training of Governors | CFO/TS | x | | | | | | | | | | | |
| Consideration of Going Concern | CFO | x | | | | | | | | | | | |
| Gender Pay Audit & Action Plan | | | | | | | | | | | | х | |
| WRES & Action Plan | | | | | | | | x | | | | | |
| WDES & Action Plan | | | | | | | | x | | | | | |
| NHS Staff Survey | | х | | | | | | | | | | | |
| 7 day services Board Assurance | | | | | | | | x | | | | | |
| GMC Survey results | | | | | | | | x | | | | | |
| Board Self-Assessment | | x | | | | | | | | | | | |
| Review of Committee Cycle & Dates | | | | | | | | X | | | | | |
| Ad Hoc/Future Agenda Items | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| International Collaborations | | | | | | | | | | | | | |
| Hospital Move Lessons Learned | | | | | | | | | | | | Х | |
| Board Learning Together Programme | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Information Governance (including GDPR) | | | | x | | | | | | | | | |
| QI projects | | | | | | | | | | | | | |
| Infection prevention and control | | | | | | | | | | | | | |

Items parked and to be brought to future Board: X

Forward Agenda Items for Committee or Board:

| | Date raised | Item | Owner | Agenda Date |
|----|-------------|-----------------------|-------|-------------|
| 1 | Dec 20 | PACS decision | AR | April 21 |
| 2 | Dec 20 | EPR options appraisal | AR | TBC |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

NHS Royal Papworth Hospital NHS Foundation Trust

| Trust Committees 2021 | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|--|---------------|-----|-----------------------|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| Council of Governors | | | | x | | | х | | x | | | | x |
| Annual Members Meeting | | | | | | | X | | | | | | |
| Appointments Committee (for NEDs) | | | X | | | | | X | | | | | |
| Remuneration and Nominations (For EDs) | | | X | | | | | | X | | | | |
| Quality & Risk Committee | Last Thursday | х | х | x | х | x | x | x | x | x | x | х | x |
| Performance Committee | Last Thursday | х | х | x | x | x | x | x | x | X | х | x | x |
| Strategic Projects Committee | Last Thursday | х | | x | | x | | x | | X | | х | |
| Audit Committee ¹ | | | x ¹ | | x | | | х | | | x | | x |
| Trustee Board 2021 | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Board of Trustees | | | | | X | | | х | | х | | | X |
| Charitable Funds Committee | | | | x | | | x | | x | | | x | |

NOTES ¹ The May Audit Committee meeting is followed by Board review and approval of the Annual Accounts

Abbreviations:

| CEO | Chief Executive |
|------|--------------------------------------|
| CFO | Chief Finance and Commercial Officer |
| MD | Medical Director |
| CN | Chief Nurse |
| COO | Chief Operating Officer |
| DWOD | Director of Workforce and OD |
| DD | Director of Digital |
| EDs | Executive Directors |
| TS | Trust Secretary |