

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	X		X		X		X		X		X	
Minutes, Matters Arising, Actions Update	Chair	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	
Performance Committee Chair's Report	PC Chair	X		X		X		X		X		X	
Integrated Performance Report (PIPR)	EDs	M11		M12		M3		M5		M7		M9	
<ul style="list-style-type: none"> • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance 													
Research & Education	MD/CN	X		X		X		X		X		X	
Q&R Chair's Report	Q&R Chair	X		X		X		X		X		X	
Audit Committee Chair's Report	Audit Chair	X		X		X				X		X	
Governance		X		X		X		X		X		X	
<ul style="list-style-type: none"> • 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												
Freedom to Speak Up Guardian's Report	FTSUG	X		X				X				X	
Guardian of Safe Working – Report	GSW	X						X					
Workforce	DWOD	X		X		X		X		X		X	
Matters for Action/Escalation	TS/EDs	X		X		X		X		X		X	
Items for Board Forward Planner	TS	X		X		X		X		X		X	
Any Other Business	ALL	X		X		X		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)	CIO			X									
Research & Development Strategy (for approval)	MD												
People Strategy (for approval)	DWOD			X									
Divisional Strategies (for approval)	COO												
Education Strategy 2019-2022 (review)	CNO/MD											X	
Finance Strategy 2019-2029 (review)	CFCO												
Quality Strategy 2019-2022 (review)	CN											X	
Nursing Strategy 2018-21 (for approval)	CN			X									
Estates Strategy (for approval)	CFCO			X									
Sustainability Strategy (for approval)	CFCO					X							

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	CFO/TS	x											
<ul style="list-style-type: none"> • General Condition 6 and Continuity of Services • Condition 7 of the NHS Provider licence • Corporate Governance Statement • Training of Governors 													
Consideration of Going Concern	CFCO	x											
Gender Pay Audit & Action Plan	DWOD											x	
WRES & Action Plan	DWOD							x					
WDES & Action Plan	DWOD							x					
NHS Staff Survey	DWOD	x											
7 day services Board Assurance	MD							x					
GMC Survey results	MD							x					
Board Self-Assessment	TS	x											
Review of Committee Cycle & Dates	TS							x					
Review of SFI's SO's and SoD	CFCO/TS	x											
Annual Assessment Against NHSE EPRR Core Standards - New item date TBC	CN												
Ad Hoc/Future Agenda Items		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
International Collaborations													
Hospital Move Lessons Learned													
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> • Information Governance (including GDPR) 	CIO			x									
<ul style="list-style-type: none"> • QI projects 													
<ul style="list-style-type: none"> • 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				

Trust Committees 2021		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
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	
Audit Committee ¹			x ¹		x			x			x		x
Trustee Board 2021		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees					x			x		x			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