

AGENDA ITEM 7.i Board Annual Business Plan Part I

(**x** indicates items being taken in the current month and **x** indicates items that have been deferred)

| 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 | x | x | | x | x |
| Minutes, Matters Arising, Actions Update | Chair | x | x | x | x | | x | x | x | x | | x | x |
| Chair's Report & CEO's Report | Chair & CEO | x | x | x | x | | x | x | x | x | | x | x |
| Patient Story | CN | x | x | x | x | | x | x | x | x | | x | x |
| Performance Committee Chair's Report | PC Chair | x | x | x | x | | x | x | x | x | | x | x |
| Integrated Performance Report (PIPR) <ul style="list-style-type: none"> • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance | EDs | M11 | M12 | M1 | M2 | | M4 | M5 | M6 | M7 | | M9 | M10 |
| Research & Education | MD/CN | x | | x | | | | x | | x | | x | |
| Q&R Chair's Report | Q&R Chair | x | x | x | x | | x | x | x | x | | x | x |
| Audit Committee Chair's Report | Audit Chair | x | | | | | | | x | | | x | |
| Governance <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 | x | x | x | x | | x | x | x | x | | x | x |
| Freedom to Speak Up Guardian's Report | FTSUG | | | x | | | x | | | x | | | x |
| Guardian of Safe Working – Report | GSW | x | x | | | | x | | | | | | |
| Workforce | DWOD | x | x | x | x | | x | x | x | x | | x | x |
| Matters for Action/Escalation | TS/EDs | x | x | x | x | | x | x | x | x | | x | x |
| Items for Board Forward Planner | TS | x | x | x | x | | x | x | x | x | | x | x |
| Any Other Business | ALL | x | x | x | x | | x | x | x | x | | x | x |

| 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 Audit Committee meeting on the 1 June to review and approve the Annual Report and 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 |