AGENDA ITEM 6.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 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
Board Assurance Framework	TS	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
PEOPLE													
Workforce Committee Chair's Report	WFC Chair	x		x			x	x		x		x	
DWOD Report	DWOD	x	x	x	x		x	x	x	x		x	x
Freedom to Speak Up Guardian's Report	FTSUG			x					x			x	
Guardian of Safe Working – Report	GSW	x		x	x			x				x	
QUALITY & GOVERNANCE													
Quality & Risk Committee 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: • Combined Quality Report • Quality and Risk Committee Minutes • Audit Committee Minutes • Performance Committee Minutes	CN/MD Q&R Chair Audit Chair PC Chair	x	x	x	x		x	x	x	x		x	x
PERFORMANCE													
Performance Committee Chair's Report	PC Chair	x	x	x	x		x	x	x	x		x	x
Performance Committee Chair's Report Integrated Performance Report (PIPR) • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance	EDs	M11	M12	M1	M2		M4	M5	M6	M7		M9	M10
RESEARCH & EDUCATION													
Research & Education	MD/CN		x	x				x		x		x	
BOARD FORWARD PLAN													
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

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STRATEGIC DEVELOPMENTS (Part I)													
Trust Strategy 2020 – 2025 (review)	CEO												x
Digital Strategy 2020-2025 (review)	CIO											x	
Research & Development Strategy	MD		x							x			
People Strategy **(for approval)**	DWOD	x											
Divisional Strategies **(for approval)**	COO												
Clinical Education Strategy 2021-2026 **(review)**	CNO/MD												
Finance Five Year Strategy (review)	CFCO												x
Quality Strategy (review 2019-2022 and approval of new)	CN												x
Nursing Strategy **(for approval)**	CN												
Estates Strategy 2021-25 **(review)**	CFCO			x									
Sustainability Strategy 2021-26 **(review)**	CFCO						x						
Allied Health Professions Strategy 2021-26 **(review)**	CN								x				
ANNUAL ITEMS (Part I)													
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											
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						
Corporate Objectives (Progress Report/Approval)	CEO												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	CN							x					
Infection Prevention Control Annual Report	CN				x								
Annual Safeguarding Report	CN												
Health & Safety Annual Report	CN												x
Armed Forces Champion Annual Update	AFC						x						
Board Learning Together Programme													
Information Governance (including GDPR)	CIO				x								

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Safeguarding (including MCA, LPS & DOLS)												**x**	
Health & Safety													**x**
SCHEDULING: DEFERRED ITEMS 2023/24													
Freedom to Speak Up Guardian's Report				x									
Review of Digital Strategy 2020-2025				x									
Safeguarding – Board learning together	**Directors to access via e-learning**												
H&S presentation: TBC													
Gender Pay Audit			x										
Finance Five Year Strategy (review)				x									
Quality Strategy (review 2019-2022 and approval of new)													
Corporate Objectives			x										
Health & Safety Annual Report													
Guardian of Safe Working – Report				x									
Ad Hoc/Future Agenda Items 2023/24													
International Collaborations													

Trust Committees		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	
Workforce Committee	Last Thursday		x		x		x		x		x		x
Audit Committee [1]				x[1]	x			x			x		x
Trustee Board		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees					x					x			x
Charitable Funds Committee				x			x		x			x		

NOTES[1] The Audit Committee meeting in June is to review and approve the Annual Report and Accounts.

Abbreviations:

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