Board Annual Business Plan Part I (for the rest of 2024/25)

(x indicates items moved to the following month – due to the new Board meeting arrangements).

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		х		х		Х
Minutes, Matters Arising, Actions Update	Chair			x			х		х		х		Х
Board Assurance Framework	AD-CG			X			х		х		х		Х
Chair's Report & CEO's Report	Chair &CEO	-		X			Х		х		x		Х
Patient Story	CN	-		X			Х		х		x		Х
PEOPLE													
Workforce Committee Chair's Report	WFC Chair			X			Х		х		х		х
DWOD Report	DWOD			X			х		х		х		х
Freedom to Speak Up Guardian's Report	FTSUG			х					х	-		-	Х
Guardian of Safe Working – Report	GSW	-					x		x				Х
QUALITY & GOVERNANCE													
Quality & Risk Committee Chair's Report	Q&R Chair			X			X		х	-	х	-	Х
Audit Committee Chair's Report	Audit Chair								х	-		-	Х
Governance:				X			х		х		х		X
Combined Quality Report	CN/MD												
Quality and Risk Committee Minutes	Q&R Chair												
Audit Committee Minutes	Audit Chair												
 Performance Committee Minutes 	PC Chair												
PERFORMANCE													
Performance Committee Chair's Report	PC Chair			x			х		х	-	х	-	х
Performance Committee Chair's Report Integrated	EDs			x			х		х	-	x	-	x
Performance Report (PIPR)													
Safe													
Effective													
Caring													
Responsive													
People Management and Culture													
Transformation													
Finance													
RESEARCH & EDUCATION										-		-	
Research & Education	MD/CN						x		х				x
BOARD FORWARD PLAN										-		-	
Matters for Action/Escalation	AD-CG/EDs			x			х		х	-	x	-	х
Items for Board Forward Planner	AD-CG			x			X		X		x		x
Any Other Business	ALL			x			X		X		Х		Х
ANNUAL ITEMS (Part I)													
Medical Revalidation Annual Report	MD						X						
Guardian of Safe Working Report	MD						X						
GMC Survey Results	MD						х						
Board Self-Certifications	AD-CG												X

Royal Papworth Hospital

					 		 NHS F	our
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						Х	
Gender Pay Audit Action Plan		X						
WRES & Action Plan	DWOD			Х				
WDES & Action Plan	DWOD			Х				
Review of SFI's SO's and SoD	CFCO/AD-CG					х		
Annual Assessment Against NHSE EPRR Core Standards	CN				X			
Infection Prevention Control Annual Report	CN			x				-
Annual Safeguarding Report	CN			X				-
Health & Safety Annual Report	CN				Х			-
Armed Forces Champion Annual Update	AFC			X				
NHSE Provider Self-Assessment (Education)	CN		1		х			1
Safeguarding Annual Report	CN			Х				1

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

Trustee Board	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees				X			х		х			х
Charitable Funds Committee			x			Х		х			х	

NOTES¹ The Audit Committee meeting in June is to review and approve the Annual Report and Accounts.

Abbreviations:

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CEO	Chief Executive	DWOD	Director of Workforce and OD
CFCO	Chief Finance and Commercial Officer	DD	Director of Digital
MD	Medical Director	Eds	Executive Directors
CN	Chief Nurse	AD-CG	Associate Director of Corporate Governance
CO0	Chief Operating Officer		