

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



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

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

Trustee Board	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees				Х			Х		Х			Х
Charitable Funds Committee			Х			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
COO	Chief Operating Officer		