Board Annual Business Plan Part I

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

Agenda Item / Issue	Lead	Jan	Mar	May	Jul	Sept	Nov
STANDING ITEMS PART I						1	
Introductions, Apologies, Declaration of Interest	Chair	x	X	X	X	x	X
Minutes, Matters Arising, Actions Update	Chair	x	X	х	X	x	x
Board Assurance Framework	AD-CG	х	X	х	Х	X	X
Chair's Report & CEO's Report	Chair &CEO	х	X	х	X	X	x
Patient Story	CN	x	X	Х	х	x	X
PEOPLE							
Workforce Committee Chair's Report	WFC Chair	x	x	х	х	x	x
DWOD Report	DWOD	х	X	х	х	Х	X
Freedom to Speak Up Guardian's Report	FTSUG		x	х			x
Guardian of Safe Working – Report	GSW		x		х	x	x
QUALITY						1	
Quality & Risk Committee Chair's Report	Q&R Chair	x	X	Х	х	x	X
Combined Quality Report	CN/MD	х	X	х	Х	X	X
PERFORMANCE						1	
Performance Committee Chair's Report	PC Chair	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 GOVERNANCE Audit Committee Chair's Report Governance: Quality and Risk Committee Minutes Audit Committee Minutes Performance Committee Minutes 	EDs Audit Chair Q&R Chair Audit Chair PC Chair WFC Chair	x	x X X X	x	x	x	x x x x
Workforce Committee Minutes RESEARCH & EDUCATION							
Research & Education	MD/CN	x		x		x	
BOARD FORWARD PLAN				^			
Matters for Action/Escalation	AD-CG/EDs	x	x	x		x	x
Items for Board Forward Planner	AD-CG	x	x	X		x	x
Any Other Business	ALL	x	X	X		X	X
ANNUAL ITEMS (Part I)							
Medical Revalidation Annual Report	MD				1	x	

Guardian of Safe Working Report	MD					x	
GMC Survey Results	MD					X	
Board Self-Certifications	AD-CG		X				
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		X				
Gender Pay Audit Action Plan				Х			
WRES & Action Plan	DWOD					Х	
WDES & Action Plan	DWOD					Х	
Review of SFI's SO's and SoD	CFO/AD-CG	х					
Annual Assessment Against NHSE EPRR Core	C00						Х
Standards							
Infection Prevention Control Annual Report	CN					X	
Annual Safeguarding Report	CN					X	
Health & Safety Annual Report	CN						Х
NHSE Provider Self-Assessment (Education)	CN						Х
Annual Nursing Inpatient Establishment Review (Safer Staffing)	CN				X		
Armed Forces Champion Annual Update	AFC					x	

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					Х					
Remuneration and Nominations (For EDs)			X				X						
Quality & Risk Committee	Last Thursday	Х	х	x	Х	x	x	х	x	x	x	x	x
Performance Committee	Last Thursday	х	х	х	Х	x	x	х	x	х	x	x	х
Strategic Projects Committee	Last Thursday	х		х		x		х		х		x	
Workforce Committee	Last Thursday		х		x		x		x		X		х
Audit Committee ¹				X ¹	x			Х			x		x

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

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

Abbreviations:

CEO	Chief Executive	CFO	Chief Finance Officer
D/CEO &CCO	Deputy Chief Executive and Chief Commercial Officer	DWOD	Director of Workforce and OD
MD	Medical Director	DD	Director of Digital
CN	Chief Nurse	Eds	Executive Directors
COO	Chief Operating Officer	AD-CG	Associate Director of Corporate
			Governance

Royal Papworth Hospital NHS Foundation Trust