

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							
Introductions, Apologies, Declaration of Interest	Chair	x	x	x	x	x	x
Minutes, Matters Arising, Actions Update	Chair	x	x	x	x	x	x
Board Assurance Framework	AD-CG	x	x	x	x	x	x
Chair's Report & CEO's Report	Chair & CEO	x	x	x	x	x	x
Patient Story	CN	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
Freedom to Speak Up Guardian's Report	FTSUG		x	x			x
Guardian of Safe Working – Report	GSW		x		x	x	x
QUALITY							
Quality & Risk Committee Chair's Report	Q&R Chair	x	x	x	x	x	x
Combined Quality Report	CN/MD	x	x	x	x	x	x
PERFORMANCE							
Performance Committee Chair's Report	PC Chair	x	x	x	x	x	x
Performance Committee Chair's Report Integrated Performance Report (PIPR)	EDs	x	x	x	x	x	x
<ul style="list-style-type: none"> • Safe • Effective • Caring • Responsive • People Management and Culture • Transformation • Finance 							
GOVERNANCE							
Audit Committee Chair's Report	Audit Chair		x				x
Governance:		x	x	x		x	x
<ul style="list-style-type: none"> • Quality and Risk Committee Minutes • Audit Committee Minutes • Performance Committee Minutes • Workforce Committee Minutes 	Q&R Chair Audit Chair PC Chair WFC Chair						
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					x	



Royal Papworth Hospital
NHS Foundation Trust