### Royal Papworth Hospital NHS Foundation Trust

#### AGENDA ITEM 7i Board Forward Planner Part I: 2019-20

Agenda Item / Issue	Lead	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Standing agenda items Part I													
Introductions, Apologies, Declaration of Interest	Chair	x	X	x	x	x	x	х	x	X	X	X	x
Minutes, Matters Arising, Actions Update	Chair	x	х	x	х	х	x	х	x	х	х	х	х
Chair's Report & CEO's Report	Chair &CEO	x	х	x	x	х	х	х	x	х	х	х	X
Patient Story	CN	x	х	x	x	х	х	х	x	х	х	х	X
Staff Story					x		х		x		х		X
Performance Committee Chair's Report	PC Chair	X	х	x	X	X	X	х	x	х	X	Х	X
Integrated Performance Report (PIPR)	EDs	M11	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
• Safe													
Effective													
Caring													
Responsive													
<ul> <li>People Management and Culture</li> </ul>													
Transformation													
Finance													
Research & Education	MD/CN					X	O		X		X		X
Q&R Chair's Report	Q&R Chair			х	х	х	х	х	х	х	х	х	х
Governance		x	х	x	х	х	х	х	x	х	х	Х	X
Board Assurance Framework	TS												
Combined Quality Report	CN/MD												
Quality and Risk Committee Minutes	Q&R Chair												
Audit Committee Minutes	Audit Chair												
Freedom to Speak Up Guardian's Report			х			х			х			х	
Guardian of Safe Working - Report					х			х			х		
Workforce	DW&OD	х	х	x	х	х	х	х	х	х	х	х	х
Matters for Action/Escalation	TS/EDs	х	х	х	х	х	х	х	х	х	х	х	х
Items for Board Forward Planner	TS	х	х	х	х	х	х	х	х	х	х	Х	х
Any Other Business	ALL	х	х	х	х	х	х	х	х	х	х	Х	х
Strategic Developments (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Research Strategy		•						x					-
Clinical Education Strategy						х	O						
Nursing Strategy													-
Workforce Strategy	1								x				1
Digital Strategy			х							х			
Trust Strategy/Five Year Plan									х		х		
Quality Strategy				X			х						х
Cambridge Cardiorespiratory Research Strategic Board					х								

## Royal Papworth Hospital NHS Foundation Trust

Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts	CFO/CN		х										
Medical Revalidation Annual Report	MD						X						
Board Self-Certifications	CFO/TS		х										
General Condition 6 and Continuity of Services													
Condition 7 of the NHS Provider licence     Corporate Governance Statement													
<ul> <li>Corporate Governance Statement</li> <li>Training of Governors</li> </ul>													
Consideration of Going Concern	CFO	х											
Gender Pay Audit & Action Plan									x				
Board Self-Assessment													x
Review of Committee Cycle & Dates							Х						
Ad Hoc/Future Agenda Items		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
International Collaborations				Х									
NSTEACS (NSTEMI) Pathway						O							
GMC Survey results						x	0						
Sustainable Development Management				Х									
Plan (TBC)													
7 day services Board Assurance						x							
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
CQC Fundamentals of Care (28.03.19)		Х											
(IPC Session Deferred)			-										
<ul> <li>Information Governance (including GDPR)</li> </ul>				х									
QI projects					х								
<ul> <li>Directors responsibilities/Trustee training – Charitable funds (extended session 1 hour)</li> </ul>						x							
Infection prevention and control							х						
QI projects								Х					
Cyber (extended training session) (1HR 15 MINS)									x				
•										Х			
QI projects											х		
•												Х	
•													х

Item moved from original planned date :

# Royal Papworth Hospital NHS Foundation Trust

Schedule of Trust Committees	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees (as required)												
Council of Governors			Х			Х		х				Х
Annual Members Meeting         Board of Director Reports         Annual accounts; Any report of the auditor; Annual report; Forward planning information for the next fiscal year.         CoG Reports         Representative Membership; Membership Strategy; Proposed policy change re composition of the CoG.						x						
Remuneration and Nominations (For EDs)	x				X							
Quality & Risk Committee		х		X	x	х	X	X	X	x	x	х
Performance Committee	x	X	х	Х	х	Х	х	X	X	X	X	X
Strategic Projects Committee	X	X	х	х	X	Х	х	X	X	х	х	X
Audit Committee		X		x			х			x		X

#### Abbreviations

CEO	Chief Executive
CFO	Chief Finance Officer
MD	Medical Director
CN	Chief Nurse
CO0	Chief Operating Officer
DW&OD	Director of Workforce and OD
DD	Director of Digital
EDs	Executive Directors
TS	Trust Secretary