

AGENDA ITEM 5i Draft Board Forward Planner Part I: 2020-21

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	Х		х			х	х		Х		х	
Minutes, Matters Arising, Actions Update	Chair	Х		х			х	х		х		х	
Chair's Report & CEO's Report	Chair &CEO	х		х			х	х		Х		х	
Patient Story	CN	х		х			х	х		х		х	
Performance Committee Chair's Report	PC Chair	х		х			х	х		х		х	
Integrated Performance Report (PIPR) Safe Effective Caring Responsive People Management and Culture Transformation Finance	EDs	M11		M1			M4	M5		M7		M9	
Research & Education	MD/CN						х						
Q&R Chair's Report	Q&R Chair	х		х			X	х		х		х	
Governance Board Assurance Framework Combined Quality Report Quality and Risk Committee Minutes Audit Committee Minutes	TS CN/MD Q&R Chair Audit Chair	х		х			х	х		X		X	
Freedom to Speak Up Guardian's Report				х				Х				х	
Guardian of Safe Working - Report		х						х					
Workforce	DW&OD	х		х			х	х		х		х	
Matters for Action/Escalation	TS/EDs	х		х			х	х		х		х	
Items for Board Forward Planner	TS	х		х			х	х		х		х	
Any Other Business	ALL	х		х			х	х		х		х	
Strategic Developments (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Trust Strategy 2020 – 2025	CEO	•					х						
Digital Strategy 2020-2025 (update for approval)	DD	х											
Research & Development Strategy (new for approval)	MD			х									
People Strategy (new for approval)	DWOD												
Divisional Strategies (new for approval)	COO												
Education Strategy 2019-2022 (for review)	CNO/MD												
Finance Strategy 2019-2029 (for review)	CFO												
Quality Strategy 2019-2022 (for review)	CNO												
Nursing Strategy (for review)	CNO												
Cambridge Cardiorespiratory Research Strategic Board	MD						х						
Estates and Sustainability Strategy (new for approval)	CFO			Х									



Annual Items (Part I)		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual Report and Accounts (Part II)	CFO/CN		Х										
Medical Revalidation Annual Report	MD						Х						
Board Self-Certifications General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence Corporate Governance Statement Training of Governors	CFO/TS	x											
Consideration of Going Concern	CFO	Х											
Gender Pay Audit & Action Plan							Х					х	
Board Self-Assessment		Х											
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									
GMC Survey results							х						
7 day services Board Assurance							х						
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
• TBC		х											
Information Governance (including GDPR)				x									
QI projects													
Infection prevention and control							х						
QI projects								х					
• TBC										x			
QI projects												х	

Item moved from original planned date :



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						
Appointments Committee (for NEDs)			х				х					
Remuneration and Nominations (For EDs)			Х				Х					
Quality & Risk Committee	х	х	х	х	х	х	х	х	х	х	х	х
Performance Committee	х	х	х	х	х	Х	х	Х	Х	Х	х	х
Strategic Projects Committee	х		х		х		х		х		х	
Audit Committee		х		х			х			х		х

Abbreviations

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