

AGENDA ITEM 6.i Board Annual Business Plan Part I

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		M12		M3		M5		M7		M9	
Research & Education	MD/CN	х		х		х		Х		Х		х	
Q&R Chair's Report	Q&R Chair	х		х		х		х		х		х	
Governance Board Assurance Framework Combined Quality Report Quality and Risk Committee Minutes Audit Committee Minutes Performance Committee Minutes	TS CN/MD Q&R Chair Audit Chair PC Chair	X		x		X		X		X		X	
Freedom to Speak Up Guardian's Report	FTSUG			Х				Х				Х	
Guardian of Safe Working – Report	RH/MG	х						х					
Workforce	DW&OD	х		Х		X		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 (review)	CEO							х					
Digital Strategy 2020-2025 (review)	DD	х											
Research & Development Strategy (for approval)	MD												
People Strategy (for approval)	DWOD	х											
Divisional Strategies (for approval)	COO												
Education Strategy 2019-2022 (review)	CNO/MD											х	
Finance Strategy 2019-2029 (review)	CFO												
Quality Strategy 2019-2022 (review)	CNO											х	
Nursing Strategy 2018-21 (for approval)	CNO			х									
Estates and Sustainability Strategy (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) ¹	CFO/CN		х										
Medical Revalidation Annual Report	MD							х					
Board Self-Certifications	CFO/TS	X											
General Condition 6 and Continuity of Services Condition 7 of the NHS Provider licence													
Corporate Governance Statement													
Training of Governors													
Consideration of Going Concern	CFO	х											
Gender Pay Audit & Action Plan												X	
WRES & Action Plan								х					
WDES & Action Plan								х					
NHS Staff Survey		X											
7 day services Board Assurance								X					
GMC Survey results								X					
Board Self-Assessment		X											
Review of Committee Cycle & Dates								X					
Ad Hoc/Future Agenda Items		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
International Collaborations													
Hospital Move Lessons Learned												Х	
Board Learning Together Programme		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Information Governance (including GDPR)				x									
QI projects													
Infection prevention and control													



Trust Committees 2021		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	X	х	х	х
Performance Committee	Last Thursday	х	х	Х	Х	х	х	х	х	X	х	х	х
Strategic Projects Committee	Last Thursday	х		Х		х		х		X		х	
Audit Committee 1	-		x ¹		х			х			х		Х
Trustee Board 2021		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Board of Trustees					х			Х		X			Х
Charitable Funds Committee				х			х		х			х	

Abbreviations:

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

NOTES

1 The May Audit Committee meeting is followed by Board review and approval of the Annual Accounts