

# Board Annual Business Plan Part I

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

**NB: Part 1 Board Meetings in the following months will be Extraordinary Meetings. - February April, June, August, October, December**

Agenda Item / Issue	Lead	June 25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
<b>STANDING ITEMS PART I</b>													
Introductions, Apologies, Declaration of Interest	Chair	x	x	x	x	x	X	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
<b>PEOPLE</b>													
Workforce Committee Chair's Report	WFC Chair		x		x		X		x		x		X
DWOD Report	DWOD		x		x		X		x		x		X
Guardian of Safe Working – Report	GSW		x		x		X				x		
<b>QUALITY</b>													
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
<b>PERFORMANCE</b>													
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"> <li>Safe</li> <li>Effective</li> <li>Caring</li> <li>Responsive</li> <li>People Management and Culture</li> <li>Transformation</li> <li>Finance</li> </ul>													
<b>GOVERNANCE</b>													
Audit Committee Chair's Report	Audit Chair	x	x				x			x		x	
Governance: <ul style="list-style-type: none"> <li>Quality and Risk Committee Minutes</li> <li>Audit Committee Minutes</li> <li>Performance Committee Minutes</li> <li>Workforce Committee Minutes</li> </ul>	Q&R Chair Audit Chair PC Chair WFC Chair				X		x		x		x		X
<b>RESEARCH &amp; EDUCATION</b>													
Research & Education	MD/CN				X				x				X
<b>BOARD FORWARD PLAN</b>													
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
<b>ANNUAL ITEMS (Part I)</b>													
Medical Revalidation Annual Report	MD				X								
GMC Survey Results	MD				X								

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Board Self-Certifications • General Condition 6 and Continuity of Services • Condition 7 of the NHS Provider License • Corporate Governance Statement • Training of Governors	AD-CG											x		
Gender Pay Audit Report	DWOD											x		
Gender Pay Audit Action Plan														X
WRES & Action Plan	DWOD				X									
WDES & Action Plan	DWOD				X									
Review of SFI's SO's and SoD	CFO/AD-CG								x					
Annual Assessment Against NHSE EPRR Core Standards	COO						X							
Infection Prevention Control Annual Report	CN				X									
Annual Safeguarding Report	CN				X									
Health & Safety Annual Report	CN						X							
NHSE Provider Self-Assessment (Education)	CN						X							
Annual Nursing Inpatient Establishment Review (Safer Staffing)	CN		X											
Armed Forces Champion Annual Update	AFC				X									

Trust Committees		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council of Governors		x			x		x				x		
Annual Members Meeting					x								
Appointments Committee (for NEDs )						x							x
Remuneration and Nominations (For EDs)					x								x
Quality & Risk Committee	Last Thursday	x	X	x	x	x	x	x	x	x	x	x	x
Performance Committee	Last Thursday	x	X	x	x	x	x	x	x	x	x	x	x
Strategic Projects Committee	Last Thursday	x		x		x		x		x		x	
Workforce Committee	Last Thursday		X		x		x		x		x		x
Audit Committee <sup>1</sup>		x <sup>1</sup>	X			X			x		x		

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

**NOTES**<sup>1</sup> 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