

BOARD OF DIRECTORS / COUNCIL OF GOVERNORS - ANNUAL CYCLE 2019/20

		BHH	SOL	QEHB	BHH	GHH	SOL	GHH	QEHB	TALLY HO	BHH	GHH	QEHB	BHH	SOL	QEHB				
		BoD Mtg - Quarterly Review Q3 (held in public)		BoD Mtg - Special Purpose - Annual Plan	BoD Mtg - Quarterly Review Q4 (Held in Public)	BoD Mtg (Private) - Special Purpose - Annual Report & Accounts		BoD Mtg - Quarterly Review - Q1 (Held in Public)			BoD Mtg - Quarterly Review - Q2 (Held in Public)		Joint Board of Directors	BoD Mtg - Quarterly Review - Q3 (Held in Public)		BoD Mtg - Special Purpose - Annual Plan				
		CoG Meeting		CoG Meeting			CCQ Meeting	CoG Meeting		AGM	CoG Meeting		CoG Meeting	CoG Meeting	CCQ Meeting					
				EARC			EARC								EARC					
Key		24 January 2019	21 February 2019	28 March 2019	28 March 2019	25 April 2019	22 May 2019	27 June 2019	27 June 2019	25 July 2019	26 September 2019	26 September 2019	26 September 2019	24 October 2019	28 November 2019	05 December 2019	23 January 2020	20 February 2020	26 March 2020	26 March 2020
Chair (Jacqui Smith)	Minutes of the BoD 25 October 2018	Minutes of the CoG Ctee 29 November 2018	Minutes of EARC 24 September 2018	Minutes of the BoD 24 January 2019	Minutes of the BoD 28 March 2019			Minutes of EARC Mtg 28 Mar 2019	Minutes of the CoG Ctee 28 February 2019	Minutes of the BoD 25 April 2019 and (22May 2019 Private)	Minutes of EARC Mtg 27 June 2019	Minutes of the CoG Ctee 27 June 2019		Minutes of the BoD 25 July 2019	Minutes of the CoG Ctee 26 September 2019	Trust Annual Plan 2020/21	Minutes of the BoD 24 October 2019	Minutes of the CoG Ctee 26 November 2019	Minutes of the EARC Mtg 26 September 2019	Minutes of the BoD 23 January 2020
ECOO (QEHB) & (HGS) Cherry West/ Jonathan Brotherton	Matters Arising	Matters Arising	Review of Structure, Size & Composition of BoD	Matters Arising	Matters Arising			Annual Pay uplift for Executive Directors and Very Senior Managers	Matters Arising	Matters Arising	Review Committee Performance & ToR	Matters Arising		Matters Arising	Matters Arising		Matters Arising	Matters Arising	Review of Structure, Size & Composition of BoD	Matters Arising
EDWI (Tim Jones)	Actions List	Actions List	Report from CEO Re: Appraisals for Executive Team	Actions List	Actions List			Receive Clinical Excellence Awards (Local)	Actions List	Actions List	Receive Clinical Excellence Awards (National)	Actions List		Actions List	Actions List		Actions List	Actions List	Report from CEO Re: Appraisals for Executive Team	Actions List
ECFO (Mike Sexton)	Chair's Report & Emerging Issues		Remuneration Policy	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues			Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Chair's Report & Emerging Issues		Chair's Report & Emerging Issues	Chair's Report & Emerging Issues	Remuneration Policy	Chair's Report & Emerging Issues
EMD (Medical Director)	Clinical Quality Monitoring Report Qtr 3	Patient Safety Exceptions plus item for discussion		Patient Safety Exceptions	Clinical Quality Monitoring Report Qtr 4			Patient Safety Exception Report - plus item for discussion	Clinical Quality Monitoring Report Qtr 1		Patient Safety Exceptions plus item for discussion	Clinical Quality Monitoring Report Qtr 2	Patient Safety Exceptions plus item for discussion	Clinical Quality Monitoring Report Qtr 3	Patient Safety Exceptions plus item for discussion		Clinical Quality Monitoring Report Qtr 3	Patient Safety Exceptions plus item for discussion		Patient Safety Exceptions
ECN (Lisa Stalley-Green)	Patient Care Quality Report Q3, to include Infection Prevention & Control	Patient Care Quality Update - Exceptions only plus item for discussion		Patient Care Quality Update - Exceptions	Patient Care Quality Report Q4 to include Infection Prevention & Control Report			Patient Care Quality Update - Exceptions only plus item for discussion	Patient Care Quality Report Q1 to include Infection Prevention & Control Report		Patient Care Quality Update - Exceptions only plus item for discussion	Patient Care Quality Report Q2 to include Infection Prevention & Control Report	Patient Care Quality Update - Exceptions only plus item for discussion	Patient Care Quality Report Q3, to include Infection Prevention & Control	Patient Care Quality Update - Exceptions only plus item for discussion		Patient Care Quality Report Q3, to include Infection Prevention & Control	Patient Care Quality Update - Exceptions only plus item for discussion		Patient Care Quality Update - Exceptions
EDSO (Kevin Bolger)					Nurse Staffing - Bi Annual Progress Report								Nurse Staffing - Bi Annual Progress Report							
DCA (David Burbridge)								Results of the National Inpatient Survey Report												
DoP (Andrew McKirgan)									Annual Infection Prevention and Control Annual Report March 2018 - April 2019											
DCSPP (Lawrence Tallon)													Safeguarding Adults and Children - Annual report 2018/19							
DQD (Mark Garrick)	Quality Performance Indicators Report - Q3	Quality Performance Indicators Report Exceptions only plus item for discussion		Quality Performance Indicators Report Exceptions only plus item for discussion	Quality Performance Indicators Report - Q4			Quality Performance Indicators Report Exceptions only plus item for discussion	Quality Performance Indicators Report - Q1		Quality Performance Indicators Report Exceptions only plus item for discussion	Quality Performance Indicators Report Exceptions only plus item for discussion	Quality Performance Indicators Report - Q2	Quality Performance Indicators Report Exceptions only plus item for discussion	Quality Performance Indicators Report - Q3		Quality Performance Indicators Report - Q3	Quality Performance Indicators Report Exceptions only plus item for discussion		Quality Performance Indicators Report Exceptions only plus item for discussion
DCOMMS (Fiona Alexander)	Performance Indicators Report and 2018/19 Annual Plan Update	Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)		Performance Indicators Report	Performance Indicators Report 2018/19 Annual Plan Year End Update and 2019/20 Annual Plan			Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)	Performance Indicators Report and 2018/19 Annual Plan Update		Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)	Performance Indicators Report and 2018/19 Annual Plan Update	Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)	Performance Indicators Report and 2018/19 Annual Plan Update	Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)		Performance Indicators Report and 2018/19 Annual Plan Update	Performance Indicators Report - Exceptions only plus item for discussion (to incl where appropriate Business Case Outcomes Performance Report)		Performance Indicators Report
									Annual Workforce Report 2017/18 including Staff Survey Action Plan (Mike Jones)											
	Finance & Activity Performance Report Q3 including Capital Programme Update Q3	Finance & Activity Performance Update (to be circulated outside of agenda)		Finance & Activity Performance Update	Finance & Activity Performance Report Q4 including Capital Programme Update			Finance & Activity Performance Update (to be circulated outside of agenda)	Finance & Activity Performance Report Q1 including Capital Programme Update		Finance & Activity Performance Update (to be circulated outside of agenda)	Finance & Activity Performance Report Q2 including Capital Programme Update	Finance & Activity Performance Update (to be circulated outside of agenda)	Finance & Activity Performance Report Q3 including Capital Programme Update Q3	Finance & Activity Performance Update (to be circulated outside of agenda)		Finance & Activity Performance Report Q3 including Capital Programme Update Q3	Finance & Activity Performance Update (to be circulated outside of agenda)		Finance & Activity Performance Update
	Draft Annual Financial Plan 2019/20			Final Annual Financial Plan 2019/20 T'BC*													Draft Annual Financial Plan 2019/20			
	Board Assurance Framework				Board Assurance Framework				Board Assurance Framework				Board Assurance Framework				Board Assurance Framework			
	Compliance & Assurance Report for Q3				Compliance & Assurance Report for Q4				Compliance & Assurance Report for Q1				Compliance & Assurance Report for Q2				Compliance & Assurance Report for Q3			
		Aggregated Report - Incidents, Complaints, Claims & PALS						Aggregated Report - Incidents, Complaints, Claims & PALS			Aggregated Report - Incidents, Complaints, Claims & PALS			Aggregated Report - Incidents, Complaints, Claims & PALS			Aggregated Report - Incidents, Complaints, Claims & PALS			Aggregated Report - Incidents, Complaints, Claims & PALS
				Information Governance Toolkit Assessment																
	Approve Annual Cycle of Business																			
									Health & Safety - Annual Report											
					Emergency Preparedness - Update report								Emergency Preparedness - Update report							
	Strategic Operations Steering Group 1/4ly Report				Strategic Operations Steering Group 1/4ly Report				Strategic Operations Steering Group 1/4ly Report				Strategic Operations Steering Group 1/4ly Report				Strategic Operations Steering Group 1/4ly Report			Strategic Operations Steering Group 1/4ly Report
					Membership Recruitment & Engagement Annual Report															
													Annual Report from the Organ Donation Committee							
					Stakeholder Review Report															
CONSENT																				
					Annual Declaration of Directors' Interests															
					Board agenda - agree annual business cycle															Board agenda - agree annual business cycle
								Compliance with the Modern Slavery Act												
					Trust Seal - to approve authorised Officers and annual update															
	Policies for approval *			Policies for approval *	Policies for approval *					Policies for approval *				Policies for approval *			Policies for approval *			Policies for approval *
	Business Cases *			Business Cases *	Business Cases *	Business Cases *				Business Cases *				Business Cases *			Business Cases *			Business Cases *
	Appointment of substantive post X *			Appointment of substantive post X *	Appointment of substantive post X *	Appointment of substantive post X *				Appointment of substantive post X *				Appointment of substantive post X *			Appointment of substantive post X *			Appointment of substantive post X *

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CoG Meeting			CoG Meeting			CoG Meeting		AGM	CoG Meeting		CoG Meeting	CoG Meeting						
CCQ Meeting					CCQ Meeting		CCQ Meeting			CCQ Meeting			CCQ Meeting					
		EARC			EARC		EARC						EARC					
24 January 2019	21 February 2019	28 March 2019	28 March 2019	25 April 2019	22 May 2019	27 June 2019	27 June 2019	25 July 2019	26 September 2019	26 September 2019	26 September 2019	24 October 2019	28 November 2019	05 December 2019	23 January 2020	20 February 2020	26 March 2020	26 March 2020
PRIVATE BoD																		
Chair's Report & Emerging Issues			Chair's Report & Emerging Issues			Chair's Report & Emerging Issues					Chair's Report & Emerging Issues			Chair's Report & Emerging Issues				
Investment Committee Verbal report			Investment Committee Verbal report			Investment Committee Verbal report					Investment Committee Verbal report			Investment Committee Verbal report				
Audit Committee Report (to cover mtg on 8 November)			Audit Committee Report (to cover mtgs 1 February & 8 March)			Audit Committee Report (to cover mtgs 26 April & 17 May)					Audit Committee Report (to cover mtg on 19 July)			Audit Committee Report (to cover mtg on 8 November)				
				NHS Improvement's Self Certification Forms														
				Audit Committee Annual Report														
				External Audit - Letter of representation and ISA260														
				Litigation and Insurance - Bi-Annual report							Litigation and Insurance - Bi-Annual report							
Freedom to Speak Up Annual Update Report						Freedom to Speak Up Annual Update Report												
				Slavery & Human Trafficking Statement														
Quality Accounts Update report Q3 2018/19				Draft Quality Report/Account for 2018/19 (includes Q4 data)							Quality Accounts Update report Q2 2019/20			Quality Accounts Update report Q3 2019/20				
			Process for the Development of the Trust's 2019/20 Quality Report															Process for the Development of the Trust's 2020/21 Quality Report
				NHS Improvement Operational Plan/Final Financial Plan (didn't go in April)														
					Annual Accounts including Letter of Representation and AGS													
										Stakeholder Review Report								
			NHS Improvement Operational Plan 2019/20 (MSx combined with TJ)															NHS Improvement Operational Plan 2019/20 (MSx combined with TJ)
				Research Report 2018/19														
					Annual Report													
COUNCIL OF GOVERNORS																		
24 January 2019				25 April 2019				25 July 2019					24 October 2019		05 December 2019	23 January 2020		
Minutes of the CoG 29 November 2018 & 6 December 2018				Minutes of the CoG 24 Jan 2019				Minutes of the CoG 25 April 2019					Minutes of the CoG 25 July 2019 & 26 Sept 2018 (AGM)		Trust Annual Plan 2020/21	Minutes of the CoG 24 October & 5 December 2019		
Matters Arising				Matters Arising				Matters Arising					Matters Arising			Matters Arising		
Chair's Report				Chair's Report				Chair's Report					Chair's Report			Chair's Report		
Quality Account Priorities for 2019/20								Full Year Quality Account 2019/20					Half Year Quality Report 2019/20			Quality Account Priorities for 2020/21		
								Findings of Deloitte and KPMG external audit of the Quality Accounts plus an update on recommendations					Quality Accounts Update report Q2 2019/20					
				Governors Declarations of Interest (then publish on Website)														
				approve Audit Cttee TOR (reviewed at Feb Audit Cttee mtg - only if material changes)												approve Audit Cttee TOR (reviewed at Feb Audit Cttee mtg - only if material changes)		
								Report from Chair of Audit Committee										
								Report from Chair of Investment Committee										
Approve Annual Cycle of Business																Approve Annual Cycle of Business		
								Approve appt of External Auditor for 2020/21										
								Membership Strategy										
Performance Indicators Report and 2018/19 Annual Plan Update				Performance Indicators Report 2018/19 Annual Plan Year End Update, and 2019/20 Annual Plan									Performance Indicators Report and 2019/20 Annual Plan Update			Performance Indicators Report and 2019/20 Annual Plan Update		
Patient Care Quality - Quarterly Report to include Infection Control update				Patient Care Quality - Quarterly Report to include Infection Control update									Patient Care Quality - Quarterly Report to include Infection Control update			Patient Care Quality - Quarterly Report to include Infection Control update		
Finance & Activity Performance Report Quarterly Report				Finance & Activity Performance Report Quarterly Report									Finance & Activity Performance Report Quarterly Report			Finance & Activity Performance Report Quarterly Report		
				Outcome of Chair and NED Appraisals														
Date of next meeting: 25 April 2019	Date of next meeting: 27 June 2019	Date of next meeting: 27 June 2019	Date of next meeting: 25 April 2019	Date of next meeting: 25 July 2019		Date of next meeting: 26 September 2019	Date of next meeting: 26 September 2019	Date of next meeting: 25 October 2019	Date of next meeting: 26 March 2020	Date of next meeting: 28 November 2019		Date of next meeting: 23 January 2020	Date of next meeting: 21 February 2020	Date of next meeting: xx Dec 2020	Date of next meeting: xx April 2020	Date of next meeting: xx May 2020	Date of next meeting: xx June 2020	Date of next meeting: xx July 2020

* This is a standard item and will only appear on the agenda if needed.