

BOARD OPEN 2024-25 DRAFT

Item	Lead	Jan 24	Mar 24	May 24	Jun 24*	Jul 24	Sep 24	Nov 24	Jan 25	Mar 25	Notes (*Accounts Meeting)
STRATEGY											
Corporate Strategy Annual Update	Director of Strategy & Transformation							x			
Mental Health Strategy Annual Update	Chief Nurse			x							
Green Plan Annual Update	Director of Strategy & Transformationn	x							x		Jan 2024 - for information only
Communications - Annual Update	Director of Strategy & Transformation							x			
Digital Strategy Annual Report	CDIO							x			
Improvement Strategy Annual Update	Chief Medical Officer							x			
Engagement Strategy Annual Update	Chief Nurse					x					
EDI Strategy Annual Update	Chief People & Purpose Officer	x								x	Presentation
People Strategy	Chief People & Purpose Officer										Date TBC
QUALITY & PATIENT SAFETY											
Quality Account	Chief Medical Officer/Chief Nurse				x						
CQC Reports/Action Plan	Chief Nurse										Only when there is relevant information to report
Infection Prevention & Control Q4 Report (Annual Report)	Chief Nurse					x					
Maternity and Neonatal Services Update	Chief Nurse	x	x	x		x	x	x	x	x	
Annual Research Report	Chief Medical Officer			x							
Research Activity in the Trust	Chief Medical Officer	x		x*		x		x*	x		*Presentation from Research Team
PEOPLE											
Equality, Diversity & Inclusion Update (WRES, WDES)	Chief People & Purpose Officer	x									Presentation
Equality & Diversity Council	Chief Executive	x	x	x		x	x	x	x	x	
Staff Survey Results	Chief People & Purpose Officer		x							x	
Freedom to Speak Up Annual Report	Chief Nurse					x					
Nursing & Midwifery Staffing Review	Chief Nurse			x				x			
Looking after our people (verbal update)	Chief People & Purpose Officer		x			x		x		x	
FINANCE & PERFORMANCE											
Operational Plan Submission	Chief Operating Officer / Director of Finance		x								
Financial Plan	Director of Finance		x								
Capital Programme	Director of Finance		x								
Budget setting process & timetable	Director of Finance										Date TBC
Winter Plan	Chief Operating Officer							x			
Health Inequalities & Waiting List Analysis	Chief Operating Officer		x				x			x	
Annual Report & Accounts, ISA260 & Letter of Representation	Director of Finance				x						
Charity ISA 260, Draft Annual Report & Accounts and draft Letter of Representation	Director of Finance	x							x		
PARTNERSHIPS											
Partnerships Dashboard	Director of Strategy & Transformation	x	x	x		x	x	x	x	x	
GOVERNANCE / ASSURANCE											
Board Assurance Framework	Director of Finance	x	x	x		x	x	x	x	x	
High Level Risk Register	Director of Finance	x	x	x		x	x	x	x	x	
Review of Standing Orders/SFIs/Scheme of Delegation	Director of Finance		x				x			x	SFIs/SOD - March SOs - Sept
Constitution - annual review	Director of Finance			x							

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Self Certification of Provider Licence	Director of Finance	x		x							
NED Independence Test	Director of Finance			x							
Compliance with NHS Code of Governance	Director of Finance			x							
Well Led Review & Board Self Assessment	Director of Finance										Date TBC
Annual Report from Academies	Academy Chairs			x							
Annual Report from Audit Committee	Chair of Audit Committee						x				
Risk Appetite Review	Director of Finance			x							
Annual Fire Safety Report	Director of Estates & Facilities			x							
Annual Health & Safety Report	Director of Estates & Facilities							x			
Premises Assurance Model Progress Report	Director of Estates & Facilities						x				
Annual Security Report	Director of Estates & Facilities					x					
Violence Prevention & Reduction Standard	Director of Estates & Facilities	x				x					
Membership Plan	Director of Finance			x				x			
Data Security & Protection Toolkit	CDIO			x							
DPO Annual Report	DPO						x				
Emergency Preparedness, Resilience & Response & NHSE Core Standards	Chief Operating Officer							x			
Use of the Trust Seal	Director of Finance						x				
NED Champion Roles - annual review	Chair							x			
COG Engagement Policy	Director of Finance	x									
STANDING ITEMS											
Patient Story - every alternate board	Chief Nurse		x			x		x		x	
Getting to know the CSUs	COO	x		x			x		x		
Chair's Report	Chairman	x	x	x		x	x	x	x	x	
Chief Executive's Report	Chief Executive	x	x	x		x	x	x	x	x	
Chair's report from Academies	Academy Chairs	x	x	x		x	x	x	x	x	
Chair's report from Audit Committee	Audit Committee Chair	x	x	x		x	x		x	x	
Chair's report from Charitable Funds Committee	Charitable Funds Committee Chair	x		x		x		x	x		
ITEMS FOR INFORMATION ONLY											
Confirmed Charitable Funds Committee minutes	Chair	x		x		x		x	x		
Confirmed Audit Committee minutes	Audit Chair	x	x	x		x	x		x	x	
Confirmed Academy minutes	Academy Chairs	x	x	x		x	x	x	x	x	
Integrated Dashboard	All	x	x	x		x	x	x	x	x	
Adults & Children Safeguarding Annual Report	Chief Nurse					x					
Finance Report	Director of Finance	x	x	x		x	x	x	x	x	
Guardian of Safe Working Hours quarterly report	Chief Medical Officer		xQ3	xQ4				xQ1&2		xQ3	
Medical Appraisal & Revalidation Annual Report	Chief Medical Officer					x					
Gender Pay Gap Report	Chief People & Purpose Officer		x							x	
Workforce Report	Chief People & Purpose Officer		x			x	x			x	
Freedom to Speak Up Quarterly Reports	Chief Nurse		x			x	x	x		x	