

Annual Cycle of Business for the Public Board of Directors' meetings 2021

	Paper author	Lead Director	January	March	May	July	September	November
<u>STANDING ITEMS:</u>								
Apologies	CE	CE	X	X	X	X	X	X
Declarations of and Conflicts of Interests	FL	CE	X	X	X	X	X	X
Service User or Carer Story: Learning from your Experience (see appendix 1 for schedule)	IS	PHu	X	X	X	X	X	X
Minutes of the last meeting	FL	CE	X	X	X	X	X	X
Matters arising	-	-	X	X	X	X	X	X
Cumulative Action Log	FL	CE	X	X	X	X	X	X
Items discussed at private Board (verbal)	-	CE	X	X	X	X	X	X
Any Other Business	-	CE	X	X	X	X	X	X
Meeting Evaluation	-	CE	X	X	X	X	X	X
<u>STRATEGIC:</u>								
Chief Executive Report (including Media Report)	TP	TP	X	X	X	X	X	X
COVID-19 Update	PS	PS	X	X	X	X	X	X
Chair's Report (first in strategic section)	CE	CE	X	X	X	X	X	X
Board Assurance Framework	PR / RH	PHu	X	X	X	X	X	X
Bi-Annual Report: Better Lives Together and Strategy Deployment	JG	PS/TP		X			X	
Better Lives Charity	CJ	PHo		X	X			
<u>QUALITY, SAFETY, RISK:</u>								
AAA: Mental Health Legislation Committee	CP	CP	X	X	X	X	X	X
AAA: Quality and Safety Committee	GA	GA	X	X	X	X	X	X
Organisational Risk Register	PR	PHu	X	X	X	X	X	X
Integrated Performance Report	SI	PS	X	X	X	X	X	X
Suicide Prevention Annual Report	SL	PS				X		
Go See Report	BF	PHo			X			X

Winter Planning	JC	PS					X	X
NHS England Emergency Preparedness, Resilience and Response Assessment and Declaration	CW	PS					X	
Learning from Deaths Report <i>scheduling to be confirmed</i>	LH	DS	TBC					
Risk Management -update on RMS/risk tolerance	BF	PHu				X		
<u>WORKFORCE:</u>								
AAA: Workforce and Equality Committee	SLe	SLe				X	X	
Staff Survey Results	HF	SK				X		
Staff Survey Mid Year Review	HF	SK						X
Safer Staffing Report (six monthly)	GE	PHu				X		X
WRES and DWES	LW	SK					X	
Freedom to Speak Up Guardian Annual Report	LR	SK				X		
Freedom to Speak Up Guardian Thematic Report	LR	SK						X
Medical Appraisal and Revalidation Annual Report	DS	DS					X	
Guardian of Safe Working Annual Report	SG	DS					X	
Research and Development <i>scheduling to be confirmed</i>	GR	DS	TBC					
<u>FINANCE, SUSTAINABILITY AND GROWTH</u>								
AAA: Finance, Business and Investment Committee	MA	MA	X	X	X	X	X	X
AAA: Charitable Funds Committee	ZH	ZH				X		X
AAA: Audit Committee	AC	AC			X	X	X	X
2020/21 Operational Plan	SI; CR	MW				X	X	
Finance Report	CR	MW	X	X	X	X	X	X
Carbon Plan	EC	MW				X		
<u>WELL LED AND GOVERNANCE</u>								
Annual Declaration of Register of Interest for the Board of Directors	FL	PHo					X	
Annual Declaration of Fit and Person Regulation for the Board of Directors	FL	PHo					X	
Annual Declaration of Independence (Non Executive Director)	FL	PHo					X	
Annual Review of Division of Duties of the Chair and Chief Executive	FL	PHo						X
Scheme of Delegation and Standing Financial Instructions Ratification	CR	MW						X
Use of the Trust Seal – Annual Report	FL	PHo					X	
Annual Effectiveness Review	FL	PHo					X	
Audit Committee Annual Report	CR	AC				X		
Finance, Business and Investment Committee Annual Report	CR	MA					X	
Mental Health Legislation Committee Annual Report	SB/ToK	CP					X	

Quality and Safety Committee Annual Report	BF	GA							X
Workforce and Equality Committee Annual Report	FS	SLe							X
Audit Committee Terms of Reference Ratification	FL	AC						X	
Finance, Business and Investment Committee Terms of Reference Ratification	FL	MA						X	
Mental Health Legislation Committee Terms of Reference Ratification	FL	CP						X	
Quality and Safety Committee Terms of Reference Ratification	FL	GA						X	
Workforce and Equality Committee Terms of Reference Ratification	FL	SLe						X	
Board of Directors Terms of Reference Annual Review	FL	PHo							X
Senior Information Risk Owner Annual Report	GT	TR						X	
Compliance Against Care Quality Commission Registration	BF	PHu						X	
Care Quality Commission Update and Developments	BF	PHu			X			X	X
NHS Improvement Quarterly Submissions	CR	MW	X					X	X
Health Safety and Security Annual Report	DG	MW						X	
Board of Directors Public Meeting Annual Work Plan	FL	CE	X						X
Notification future Public Meeting Dates	FL	CE							X
Board Development Programme Work Plan (see appendix 2 for schedule)	FL	CE	X					X	
AAA: WY&H Mental Health, Learning Disabilities and Autism Committee in Common <i>scheduling to be confirmed</i>	KS	CE							X
AAA: Committees in Common (CinC) for the Provider Collaborative	HRO	CE							X