

Agenda Item

13.0

Annual Cycle of Business for the Council of Governors meetings 2022

	Paper author	Lead Director	19 January Extraordinary	3 February	5 May	1 September	15 September Annual Members Meeting	1 December
<u>STANDING ITEMS:</u>								
Apologies	CP	CP	X	X	X	X	X	X
Declarations of and Conflicts of Interest	CP	CP	X	X	X	X	X	X
Minutes of the last meeting	HR	CP	-	X	X	X	X	X
Minutes of the Annual Members' Meeting	HR	CP	-	-	-	-	-	X
Matters arising	-	-	X	X	X	X	X	X
Cumulative Action Log	HR	CP	-	X	X	X	X	X
Governor Feedback (verbal)	-	-	-	X	X	X	-	X
Any Other Business (verbal)	-	CP	X	X	X	X	X	X
Council of Governors Meeting Evaluation (verbal)	-	CP	X	X	X	X	-	X
<u>STRATEGIC CONTEXT</u>								
Chair's Report	CP	CP	-	X	X	X	-	X
<u>QUALITY, SAFETY AND RISK</u>								
Integrated Performance Report	SI	MW	-	X	X	X	-	X
Alert, Advise, Assure Escalation Reporting: Board Sub-Committees:								
Audit Committee	AC	AC	-	X	X	X	-	X
Charitable Funds Committee	ZH	ZH	-	X	X	X	-	X

Finance, Business and Investment Committee	MA	MA	-	X	X	X	-	X
Mental Health Legislation Committee	CP	CP	-	X	X	X	-	X
Quality and Safety Committee	GA	GA	-	X	X	X	-	X
Workforce and Equality Committee	SL	SL	-	X	X	X	-	X
Proposal for the Annual Members' Meeting	HR	PHo	-	-	X	-	-	-
Annual Members' Meeting Thematic Report and Analysis	HR	PHo	-	-	-	-	-	X
Quality Report (Account) Presentation	NM	PHu	-	-	X	-	-	-
Care Quality Commission Update	BF	PHu	-	X	-	-	-	-

WORKFORCE

Remuneration of the Chair of the Trust and Non Executive Directors to ratify (recommendation from the Remuneration Committee) Statutory duty	As required							
Appointment of the Deputy Chair of the Trust (recommendation from the Nominations Committee) Statutory duty	As required, next due July 2022							
Appointment of the Senior Independent Director (recommendation from the Nominations Committee) Statutory duty	As required, next due July 2022							
Appointment of the Chair of the Trust (to ratify) Private - (recommendation from the Nominations Committee) Statutory duty	As required, next due July 2022							
Appointment of a Non Executive Director (to ratify) Private - (recommendation from the Nominations Committee) Statutory duty	As required, next due July 2022							
Approve the appointment of the Chief Executive (approval) Private - (recommendation from the Nominations Committee) Statutory duty	As required							
Performance Evaluation of the Chair and Non Executive Directors (recommendation from the Remuneration Committee) - Private			-	-	X	-	-	-
Staff Survey Outcome	HF	SK	-	-	X	-	-	-
Freedom to Speak Up Guardian Report	LR	PHu	-	-	-	X	-	-

FINANCE, SUSTAINABILITY AND GROWTH

Approval of any significant transactions Statutory duty	As required							
Update on capital investment for Lynfield Mount Hospital	As required							

WELL LED AND GOVERNANCE

Operational Plan Progress Update	SI	MW	-	-	X	-	-	-
----------------------------------	----	----	---	---	---	---	---	---

Receive Annual Report, Accounts and Quality Report (Account) Statutory duty	PHo	CP	-	-	-	-	-	X
Appointment of the External Auditor (ratify recommendation from Audit Committee and tender exercise) Statutory duty	PHo	AC	As required					
Amendments to the Constitution (ratify recommendation) Statutory duty	-	-	As required					
Governor Election – proposal and outcome	EP	PHo	As required					
Terms of Reference – Council of Governors	HR	PHo	-	-	X	-	-	-
Terms of Reference – Council of Governors Nomination Committee	HR	PHo	-	-	X	-	-	-
Terms of Reference – Council of Governors Remuneration Committee	HR	PHo	-	-	X	-	-	-
Election for the Lead Governor, and Deputy Lead Governor	HR	PHo	-	-	-	-	-	-
Role Description Lead Governor, and Deputy Lead Governor	HR	PHo	-	-	-	X	-	-
Role Description - Governor	HR	PHo	-	-	-	X	-	-
Governor Committee membership	HR	PHo	-	-	X	-	-	-
Update from Membership Development Committee / Action Plan supporting Membership Engagement Strategy	HR	PHo	-	-	-	X	-	-
Membership Report on how the Governors have carried out their duties – AMM	HR	Lead Gov	-	-	-	-	X	-
Council of Governors Annual Declaration of Interest, Fit and Proper	HR	PHo	-	-	X	-	-	-
Non Executive Director Annual Declaration of Interest, Fit and Proper, Independence (following report to the Board of Directors)	HR	PHo	-	-	X	-	-	-
Council of Governors Annual Work Plan	HR	CP	-	X	-	-	-	-
Council of Governors Effectiveness Review	HR	CP	-	-	X	-	-	-
Council of Governors Development Annual Work Plan	HR	CP	-	-	-	X	-	-
Notification of future Meeting Dates	HR	CP	-	-	-	-	-	X
Procedure for Reimbursement of Expenses	HR	PHo	-	-	-	-	-	X
Code of Conduct	HR	PHo	-	-	-	X	-	-

Items to be scheduled:

- Approve the Membership Engagement Strategy (2023)