

**Agenda  
item  
  
18.0**

**Annual Cycle of Business for the Council of Governors meetings 2022**

|   | Paper author | Lead Director | 19 January<br>Extraordinary | 3 February | 5 May | 7 June<br>Extraordinary | 21 July | 1 September | 15 September<br>Annual<br>Members Meeting | 1 December |
|---|--------------|---------------|-----------------------------|------------|-------|-------------------------|---------|-------------|---|------------|
| <b><u>STANDING ITEMS:</u></b>                                     |              |               |                             |            |       |                         |         |             |   |            |
| Apologies   | CP           | CP            | X                           | X          | X     | X                       | X       | X           | X   | X          |
| Declarations of and Conflicts of Interest                         | CP           | CP            | X                           | X          | X     | X                       | X       | X           | X   | X          |
| Minutes of the last meeting                                       | HR           | CP            | -                           | X          | X     | -                       | X       | X           | X   | X          |
| Minutes of the Annual Members' Meeting                            | HR           | CP            | -                           | -          | -     | -                       | -       | -           | X   | X          |
| Matters arising   | -            | -             | X                           | X          | X     | X                       | X       | X           | X   | X          |
| Cumulative Action Log   | HR           | CP            | -                           | X          | X     | -                       | X       | X           | X   | X          |
| Governor Feedback (verbal)  | -            | -             | -                           | X          | X     | -                       | X       | X           | -   | X          |
| Any Other Business (verbal)                                       | -            | CP            | X                           | X          | X     | X                       | X       | X           | X   | X          |
| Council of Governors Meeting Evaluation (verbal)                  | -            | CP            | X                           | X          | X     | X                       | X       | X           | -   | X          |
| <b><u>STRATEGIC CONTEXT</u></b>                                   |              |               |                             |            |       |                         |         |             |   |            |
| Chair's Report  | CP           | CP            | -                           | X          | X     | -                       | X       | X           | -   | X          |
| <b><u>QUALITY, SAFETY AND RISK</u></b>                            |              |               |                             |            |       |                         |         |             |   |            |
| Integrated Performance Report                                     | SI           | MW            | -                           | X          | X     | -                       | X       | X           | -   | X          |
| Alert, Advise, Assure Escalation Reporting: Board Sub-Committees: |              |               |                             |            |       |                         |         |             |   |            |
| Audit Committee   | AC           | AC            | -                           | X          | X     | -                       | X       | X           | -   | X          |
| Charitable Funds Committee  | MR           | ZH            | -                           | X          | X     | -                       | X       | X           | -   | X          |
| Finance, Business and Investment Committee                        | MA           | MA            | -                           | X          | X     | -                       | X       | X           | -   | X          |

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|---|--------------|---------------|--------------------------|------------|-------|----------------------|---------|-------------|-------------------------------------|---------------------------------|
| Mental Health Legislation Committee   | SL           | CP            | -                        | X          | X     | -                    | X       | X           | -                                   | X                               |
| Quality and Safety Committee  | AM           | GA            | -                        | X          | X     | -                    | X       | X           | -                                   | X                               |
| Workforce and Equality Committee  | MR           | SL            | -                        | X          | 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     | -                    | X       | -           | -                                   | -                               |
| Care Quality Commission Update  | BF           | PHu           | -                        | X          | -     | -                    | -       | -           | -                                   | -                               |
| <b><u>WORKFORCE</u></b>   |              |               |                          |            |       |                      |         |             |                                     |                                 |
| Remuneration of the Chair of the Trust and Non Executive Directors to ratify (recommendation from the Remuneration Committee) <b>Statutory duty</b> |              |               |                          |            |       |                      |         |             |                                     | As required                     |
| Appointment of the Deputy Chair of the Trust (recommendation from the Nominations Committee) <b>Statutory duty</b>                                  |              |               |                          |            |       |                      |         |             |                                     | As required, next due July 2022 |
| Appointment of the Senior Independent Director (recommendation from the Nominations Committee) <b>Statutory duty</b>                                |              |               |                          |            |       |                      |         |             |                                     | As required, next due July 2022 |
| Appointment of the Chair of the Trust (to ratify) <b>Private</b> - (recommendation from the Nominations Committee) <b>Statutory duty</b>            |              |               |                          |            |       |                      |         |             |                                     | As required, next due July 2022 |
| Appointment of a Non Executive Director (to ratify) <b>Private</b> - (recommendation from the Nominations Committee) <b>Statutory duty</b>          |              |               |                          |            |       |                      |         |             |                                     | As required, next due July 2022 |
| Approve the appointment of the Chief Executive (approval) <b>Private</b> - (recommendation from the Nominations Committee) <b>Statutory duty</b>    |              |               |                          |            |       |                      |         |             |                                     | As required                     |
| Performance Evaluation of the Chair and Non Executive Directors (recommendation from the Remuneration Committee) - <b>Private</b>                   |              |               | -                        | -          | X     | -                    | X       | -           | -                                   | -                               |
| Staff Survey Outcome  | HF           | BC            | -                        | -          | X     | -                    | -       | -           | -                                   | -                               |

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|--|--------------|---------------|--------------------------|------------|-------|----------------------|---------|-------------|-------------------------------------|-------------|
| Freedom to Speak Up Guardian Report  | LR           | PHu           | -                        | -          | -     | -                    | -       | X           | -                                   | -           |
| <b><u>FINANCE, SUSTAINABILITY AND GROWTH</u></b>   |              |               |                          |            |       |                      |         |             |                                     |             |
| Approval of any significant transactions <b>Statutory duty</b>   |              |               |                          |            |       |                      |         |             |                                     | As required |
| Update on capital investment for Lynfield Mount Hospital   |              |               |                          |            |       |                      |         |             |                                     | As required |
| <b><u>WELL LED AND GOVERNANCE</u></b>  |              |               |                          |            |       |                      |         |             |                                     |             |
| Operational Plan Progress Update   | SI           | MW            | -                        | -          | X     | -                    | -       | -           | -                                   | -           |
| Receive Annual Report, Accounts and Quality Report (Account) <b>Statutory duty</b>   | PHo          | CP            | -                        | -          | -     | -                    | -       | -           | X                                   | -           |
| Appointment of the External Auditor (ratify recommendation from Audit Committee and tender exercise) <b>Statutory duty</b> | PHo          | AC            | As required              |            |       |                      |         |             |                                     |             |
| Amendments to the Constitution (ratify recommendation) <b>Statutory duty</b>   | -            | -             | As required              |            |       |                      |         |             |                                     |             |
| Governor Election – proposal and outcome   | EP           | PHo           | -                        | -          | -     | X                    | -       | -           | -                                   | -           |
| 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     | -                    | -       | -           | -                                   | -           |
| <b>Terms of Reference – Membership Development Committee</b>   | <b>HR</b>    | <b>PHo</b>    | -                        | -          | 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           | As required              |            |       |                      |         |             |                                     |             |
| Update from Membership Development Committee / Action Plan supporting Membership Engagement Strategy                       | HR           | PHo           | -                        | -          | -     | -                    | -       | X           | -                                   | -           |

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|--|--------------|---------------|-----------------------------|------------|-------|-------------------------|---------|-------------|--|------------|
| Membership Report on how the Governors have carried out their duties – AMM   | HR           | Lead Gov      | -                           | -          | -     | -                       | -       | -           | X                                      | -          |
| Council of Governors Annual Declaration of Interest, <del>Fit and Proper</del>   | HR           | PHo           | -                           | -          | X     | -                       | -       | -           | -                                      | -          |
| Non Executive Director Annual Declaration of Interest, Fit and Proper, Independence (following report to the Board of Directors) | HR           | PHo           | -                           | -          | X     | -                       | X       | -           | -                                      | -          |
| Council of Governors Annual Work Plan  | HR           | CP            | -                           | X          | X     | X                       | X       | X           | X                                      | X          |
| Council of Governors Effectiveness Review  | HR           | CP            | -                           | -          | -     | -                       | X       | 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)