

Annual Cycle of Business for the Council of Governors meetings 2022

	Paper author	Lead Director	19 January Extraordinary	3 February	5 May	7 June Extraordinary	13 July	1 September	15 September Annual Members Meeting	1 December
<u>STANDING ITEMS:</u>										
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
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
<u>STRATEGIC CONTEXT</u>										
Chair's Report	CP	CP	-	X	X	-	X	X	-	X
<u>QUALITY, SAFETY AND RISK</u>										
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
Mental Health Legislation Committee	SL	CP	-	X	X	-	X	X	-	X

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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	GG	-	-	-	-	X	-	-	-
Annual Members' Meeting Thematic Report and Analysis	HR	GG	-	-	-	-	-	-	-	X
Quality Report (Account) Presentation	NM	PHu	-	-	-	-	X	-	-	-
Care Quality Commission Update	BF	PHu	-	X	-	-	-	-	-	-
West Yorkshire Suicide Study	DS	DS	-	-	-	-	X	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										X
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										-
Staff Survey Outcome	HF	BC	-	-	X	-	-	-	-	-

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

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Update from Membership Development Committee / Action Plan supporting Membership Engagement Strategy	HR	GG	-	-	-	-	-	X	-	-
Membership Report on how the Governors have carried out their duties – AMM	HR	Lead Gov	-	-	-	-	-	-	X	-
Council of Governors Annual Declaration of Interest	HR	GG	-	-	X	-	-	-	-	-
Non Executive Director Annual Declaration of Interest, Fit and Proper, Independence (following report to the Board of Directors)	HR	GG	-	-	-	-	X	-	-	-
Council of Governors Annual Work Plan	HR	CP	-	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	GG	-	-	-	-	-	-	-	X
Code of Conduct	HR	GG	-	-	-	-	-	X	-	-

Items to be scheduled:

- Approve the Membership Engagement Strategy (2023)