

Annual Cycle of Business for the Public Board of Directors' meetings 2022-23

| | Paper author | Lead Director | January | March | May | July | September | November | January 2023 | March 2023 |
|--|--------------|---------------|---------|-----------------------------|-----|------|-----------|----------|--------------|------------|
| <u>STANDING ITEMS:</u> | | | | | | | | | | |
| Apologies | Chair | Chair | X | X | X | X | X | X | X | X |
| Declarations of and Conflicts of Interests | HRO | Chair | X | X | 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 | X | X |
| Minutes of the last meeting | HRO | Chair | X | X | X | X | X | X | X | X |
| Matters arising | - | - | X | X | X | X | X | X | X | X |
| Cumulative Action Log | HRO | Chair | X | X | X | X | X | X | X | X |
| Items discussed at private Board (verbal) | - | Chair | X | X | X | X | X | X | X | X |
| Any Other Business | - | Chair | X | X | X | X | X | X | X | X |
| Meeting Evaluation | - | Chair | X | X | X | X | X | X | X | X |
| <u>STRATEGIC:</u> | | | | | | | | | | |
| Chief Executive Report (including Media Report) | TP | TP | X | X | X | X | X | X | X | X |
| COVID-19 Update | PHu | PHu | X | X | X | X | X | X | X | X |
| Chair's Report (first in strategic section) | Chair | Chair | X | X | X | X | X | X | X | X |
| Board Assurance Framework | PR / RH | PHu | X | X | X | X | X | X | X | X |
| Bi-Annual Report: Better Lives Together and Strategy Deployment | JG | TM/T P | | X (in CEO repo rt) | | | X | | | X |
| <u>QUALITY, SAFETY, RISK:</u> | | | | | | | | | | |
| AAA: Mental Health Legislation Committee | SL | DS | X | X | X | X | X | X | X | X |
| AAA: Quality and Safety Committee | AM | PHu | X | X | X | X | X | X | X | X |
| Corporate Risk Register | PR | PHu | X | X | X | X | X | X | X | X |
| Integrated Performance Report | SI | MW | X | X | X | X | X | X | X | X |

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|--|--------|-----|---|---|---|---|---|---|---|-----|
| Suicide Prevention Annual Report | SL | TM | | | | | X | | | |
| Go See Report | BF | GG | | | X | | | | X | |
| Winter Planning | JC | TM | | | | | | X | X | |
| NHS England Emergency Preparedness, Resilience and Response Assessment and Declaration | CW | TM | | | | | | 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 | MR | BC | | X | | | X | | X | X |
| Staff Survey Results | HF | BC | | ✗ | X | | | | | X |
| Staff Survey Mid Year Review | HF | BC | | | | | | | X | |
| Safer Staffing Report (six monthly) | GE | PHu | | | X | | | | X | |
| WRES and DWES | LW | BC | | | | | | X | | |
| Freedom to Speak Up Guardian Annual Report | RW | PHu | | | X | | | | | |
| Freedom to Speak Up Guardian Thematic Report | RW | PHu | | | | | | | 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 | MW | X | X | X | X | X | X | X | X |
| AAA: Charitable Funds Committee | MR | MW | X | | X | | X | X | | X |
| AAA: Audit Committee | AC | MW | X | X | X | X | X | X | | X |
| 2021/22 Operational Plan | SI; CR | MW | | | ✗ | X | | | | |
| Finance Report | CR | MW | X | X | X | X | X | X | X | X |
| Green Plan | EC | MW | | ✗ | X | | | | | X |
| <u>WELL LED AND GOVERNANCE</u> | | | | | | | | | | |
| Annual Declaration of Register of Interest for the Board of Directors | HRo | GG | | | | X | | | | |
| Annual Declaration of Fit and Proper Person Regulation for the Board of Directors | HRo | GG | | | | X | | | | |
| Annual Declaration of Independence (Non Executive Director) | HRo | GG | | | | X | | | | |
| Annual Review of Division of Duties of the Chair and Chief Executive | HRo | GG | | X | | | | X | | |
| Scheme of Delegation and Standing Financial Instructions Ratification | CR | MW | | | | | | X | | |
| Use of the Trust Seal – Annual Report | DF | MW | | | | | X | | | |
| Annual Effectiveness Review | HRo | GG | | | | | X | | | |

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|--|--------|-------|--|-----|---|---|---|---|---|---|
| Audit Committee Annual Report | CR | AC | | | | | X | | | |
| Charitable Funds Committee Annual Report | CJ/SP | MR | | | | | | X | | |
| Finance, Business and Investment Committee Annual Report | CR | MA | | | | | X | | | |
| Mental Health Legislation Committee Annual Report | SB/ToK | SL | | | | | X | | | |
| Quality and Safety Committee Annual Report | BF | AM | | | | | X | | | |
| Workforce and Equality Committee Annual Report | NdS | MR | | | | | X | | | |
| Audit Committee Terms of Reference Ratification | HRo | AC | | X | | | X | | | |
| Charitable Funds Committee Terms of Reference Ratification | HRo | MR | | | | | | | X | |
| Finance, Business and Investment Committee Terms of Reference Ratification | HRo | MA | | | | | X | | | |
| Mental Health Legislation Committee Terms of Reference Ratification | HRo | SL | | | | | X | | | |
| Quality and Safety Committee Terms of Reference Ratification | HRo | AM | | | | X | | | | |
| Workforce and Equality Committee Terms of Reference Ratification | HRo | MR | | X | | | | | | |
| Board of Directors Terms of Reference Annual Review | HRo | GG | | | | | | | | 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 | X |
| NHS Improvement Quarterly Submissions | CR | MW | | X | | | X | | X | X |
| Annual Review of the Constitution | HRo | GG | | | | | | X | | |
| Health Safety and Security Annual Report | DG | MW | | | | | | X | | |
| Board of Directors Public Meeting Annual Work Plan | HRo | GG | | X | X | | X | X | X | X |
| Notification future Public Meeting Dates | HRo | GG | | | | | | | X | |
| Board Development Programme Work Plan (see appendix 2 for schedule) | HRo | GG | | X | | | | X | | X |
| AAA: WY&H Mental Health, Learning Disabilities and Autism Committee in Common <i>scheduling to be confirmed</i> | KS | CP | | TBC | | | | | | |
| Annual Review of Board Skills Matrix | HRo | GG | | | | | X | | | |
| Board Go See Visits Feedback | HRo | GG | | X | X | | X | X | X | X |
| SYSTEM WORKING | | | | | | | | | | |
| ICP Governance Updates | GG | GG | | | | | X | | | |
| AAA: Committees in Common (CinC) for the Provider Collaborative | - | Chair | | X | X | | X | X | X | X |