

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	KB/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

Suicide Prevention Annual Report	SL	KB					X			
Go See Report	BF	GG			X				X	
Winter Planning	JC	KB						X	X	
NHS England Emergency Preparedness, Resilience and Response Assessment and Declaration	CW	KB						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 WDES	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	FS				X				
Annual Declaration of Fit and Proper Person Regulation for the Board of Directors	HRo	FS				X				
Annual Declaration of Independence (Non Executive Director)	HRo	FS				X				
Annual Review of Division of Duties of the Chair and Chief Executive	HRo	FS		X				X		
Scheme of Delegation and Standing Financial Instructions Ratification	CR	MW						X		
Use of the Trust Seal – Annual Report	HRo	FS					X			
Annual Effectiveness Review	HRo	FS					X			

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	FS								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	FS					X			
Health Safety and Security Annual Report	DG	MW					X			
Board of Directors Public Meeting Annual Work Plan	HRo	FS		X	X		X	X	X	X
Notification future Public Meeting Dates	HRo	FS							X	
Board Development Programme Work Plan (see appendix 2 for schedule)	HRo	FS		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	FS					X			
Board Go See Visits Feedback	HRo	FS		X	X		X	X	X	X
SYSTEM WORKING										
ICP Governance Updates	FS	FS					X			
AAA: Committees in Common (CinC) for the Provider Collaborative	-	Chair		X	X		X	X	X	X