

**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
<b><u>STANDING ITEMS:</u></b>										
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
<b><u>STRATEGIC:</u></b>										
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 report)			X			X
<b><u>QUALITY, SAFETY, RISK:</u></b>										
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						
<b><u>WORKFORCE:</u></b>										
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			✗		✗ To May meet ing
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							
<b><u>FINANCE, SUSTAINABILITY AND GROWTH</u></b>										
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
<b><u>WELL LED AND GOVERNANCE</u></b>										
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				✗	
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	X
NHS Improvement Quarterly Submissions	CR	MW	X		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	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	X
<b>SYSTEM WORKING</b>									
ICP Governance Updates	FS	FS							
AAA: Committees in Common (CinC) for the Provider Collaborative	-	Chair	X	X	X	X	X	X	X