

Annual Cycle of Business for the **Public** Board of Directors' Meetings 2023-24: v2

	Paper author	Lead Director	May 2023	July	September	November	January 2024	March 2024
STANDING ITEMS								
Apologies	Corp Gov	Chair	✓	✓	✓	✓	✓	✓
Declarations of and conflicts of interest	-	Chair	✓	✓	✓	✓	✓	✓
Service User or Carer Story: Learning from your Experience	IS	PH	✓	✓	✓	✓	✓	✓
Minutes of the last meeting	Corp Gov	Chair	✓	✓	✓	✓	✓	✓
Matters arising	-	-	✓	✓	✓	✓	✓	✓
Action log	Corp Gov	Chair	✓	✓	✓	✓	✓	✓
Workplan review	Corp Gov	Chair	✓	✓	✓	✓	✓	✓
Any other business	-	Chair	✓	✓	✓	✓	✓	✓
Meeting evaluation	-	Chair	✓	✓	✓	✓	✓	✓
STRATEGIC AND PARTNERSHIP ITEMS								
Chair's Report (first in strategic section)	Chair	Chair	✓	✓	✓	✓	✓	✓
Chief Executive's Report (including Media Report)	TP	TP	✓	✓	✓	✓	✓	✓
Board Assurance Framework	RH	PH	✓	✓	✓	✓	✓	✓

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Bi-Annual Report: Better Lives Together and Strategy Deployment		KB/TP			✓			✓
QUALITY, SAFETY AND RISK								
AAAD: Mental Health Legislation Committee	SL	DS	✓	✓	✓	✓	✓	✓
AAAD: Quality and Safety Committee	AM	PH	✓	✓	✓	✓	✓	✓
Organisational Risk Register	RH	PH	✓	✓	✓	✓	✓	✓
Suicide Prevention Annual Report	SL	KB		✓				
Go See Report thematic learning report <i>(scheduling to be confirmed)</i>	BF	PH						
Winter Planning	JC	KB			✓	✓		
NHS England Emergency Preparedness, Resilience and Response Assessment and Declaration	CS	KB			✓			
Learning from Deaths Report <i>(scheduling to be confirmed)</i>	LH	DS						
Risk Management -update on RMS/risk tolerance	BF	PH			✓			
WORKFORCE								
AAAD: Workforce and Equality Committee	MR	BC		✓		✓		✓
Staff Survey Results	HF	BC	✓					
Staff Survey Mid Year Review	HF	BC				✓		

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Annual Safer Staffing Report	GE	PH	✓					
WRES and WDES	LW	BC			✓			
Freedom to Speak Up Guardian Annual Report	JC/RW	PH	✓					
Freedom to Speak Up Guardian Thematic Report	JC/RW	PH				✓		
Medical Appraisal and Revalidation Annual Report	DS	DS		✓	✓			
Guardian of Safe Working Annual Report	SG	DS		✓				
Research and Development <i>scheduling to be confirmed</i>	GR	DS						
Gender Pay Gap Annual Report (include in WEC AAA+D Report)	LW	BC						✓
FINANCE, PERFORMANCE AND SUSTAINABILITY								
Integrated Performance Report	SI	MW	✓	✓	✓	✓	✓	✓
AAAD: Finance, Business and Investment Committee	MA	MW	✓	✓	✓	✓	✓	✓
AAAD: Charitable Funds Committee	MR	MW	✓	✓	✓	✓	✓	✓
AAAD: Audit Committee	CM	MW	✓	✓	✓	✓		✓
2023/24 Operational Plan <i>scheduling to be confirmed</i>	SI/CR	MW						
2024/25 Operational Plan <i>scheduling to be confirmed</i>	SI/CR	MW						
Finance Report	CR	MW	✓	✓	✓	✓	✓	✓

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Green Plan	EC	MW			✓			✓
WELL LED / GOVERNANCE / FOR INFORMATION								
Annual Declaration of Register of Interest for the Board of Directors	HRo	FS	✓					
Annual Declaration of Fit and Proper Person Regulation for the Board of Directors	HRo	FS	✓					
Annual Declaration of Independence (Non Executive Director)	HRo	FS	✓					
Annual Review of Division of Duties of the Chair and Chief Executive	HRo	FS						✓
Scheme of Delegation and Standing Financial Instructions Ratification	CR	MW			✓			
Use of the Trust Seal – Annual Report	HRo	FS		✓	✓			
Annual Effectiveness Review	HRo	FS		✓				
Audit Committee Annual Report	CR	AC	✓					
Charitable Funds Committee Annual Report	CJ/SP	MR	✓					
Finance, Business and Investment Committee Annual Report	CR	MA	✓					
Mental Health Legislation Committee Annual Report	SB/TOK	SL	✓					
Quality and Safety Committee Annual Report	BF	AM	✓					
Workforce and Equality Committee Annual Report	MH	BC	✓					
Audit Committee Terms of Reference Ratification	HRo	AC	✓					

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Charitable Funds Committee Terms of Reference Ratification	HRo	MR	✓					
Finance, Business and Investment Committee Terms of Reference Ratification	HRo	MA	✓					
Mental Health Legislation Committee Terms of Reference Ratification	HRo	SL	✓					
Quality and Safety Committee Terms of Reference Ratification	HRo	AM	✓					
Workforce and Equality Committee Terms of Reference Ratification	HRo	MR	✓					
Board of Directors Terms of Reference Annual Review	HRo	FS			✓			
Senior Information Risk Owner Annual Report	GT	TR		✓				
Compliance Against Care Quality Commission Registration	BF	PH	✓					
Care Quality Commission Update and Developments	BF	PH	✓	✓		✓		✓
NHS Improvement Quarterly Submissions	CR	MW	✓		✓	✓	✓	
Annual Review of the Constitution	HRo	FS			✓			
Health Safety and Security Annual Report	DG	MW		✓				
Board of Directors Public Meeting Annual Work Plan	HRo	FS	✓	✓	✓	✓	✓	✓
Notification future Public Meeting Dates	HRo	FS				✓		
Board Development Programme Work Plan	HRo	FS	✓			✓		
AAA: WY&H Mental Health, Learning Disabilities and Autism Committee in Common <i>scheduling to be confirmed</i>	KS	LP						

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Annual Review of Board Skills Matrix	HRo	FS			✓			
Approval of the 2022/23 Charity Annual Accounts and Annual Report	SP	MW				✓		
SYSTEM WORKING								
ICP Governance Updates	FS	FS						
AAA: Committees in Common (CinC) for the Community Collaborative <i>scheduling to be confirmed</i>	-	Chair						

Items to be scheduled:

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Items removed:

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