

BOARD OPEN 2021

Item	Lead	Jan	Mar	May	May*	Jul	Sep	Nov	Notes (*Accounts Meeting)
STRATEGY									
Risk Management Strategy	Director of Strategy & Integration					x			
Mental Health Strategy	Chief Nurse		x						
People Plan - Work Plan	Director of HR								Date TBC
Green Plan	Director of Strategy & Integration	x							
Digital Strategy Annual Report	CDIO					x			
QUALITY									
Quality Report	Chief Medical Officer/Chief Nurse				x				
Freedom to Speak Up Annual Report	Chief Nurse								Date TBC
CQC Action Plan	Chief Nurse	x							
Nursing Establishment Review	Chief Nurse								Date TBC
Children and Young People's Board Report	Chief Medical Officer								Date TBC
Guardian of Safe Working Hours quarterly	Chief Medical Officer		x Q3	x Q4		x Q1		x Q2	
Medical Appraisal and Revalidation Annual Report	Chief Medical Officer								Date TBC
Infection Prevention & Control Annual Report	Chief Nurse						x		
Outstanding Maternity Programme	Chief Nurse	x	x	x		x	x	x	
Ockenden Review of Maternity Services and BTHFT Assurance Assessment Tool	Chief Nurse	x							
COVID-19 Vaccination Programme	Chief Nurse	x							
PEOPLE									
NHS Staff Survey and engagement plan	Director of HR		x						
Staff Wellbeing & Resilience	Director of HR	x							
Equality Update	Director of HR							x	Date subject to change pending availability of results
Equality & Diversity Council	Chief Executive	x							
Staff Survey Results and Action Plan	Director of HR			x					
Healthcare Worker Flu Vaccination Best Practice Assurance	Director of HR							x	
FINANCE & PERFORMANCE									
NHSI Operational Plan Submission	Director of Finance		x						
Financial Plan	Director of Finance	x	x						
Annual Report & Accounts	Director of Finance				x				
Charity ISA 260, Draft Annual Report & Accounts and draft Letter of Representation	Director of Finance		x						
GOVERNANCE									
Review of Standing Orders/SFIs/Scheme of Delegation	Integration/Director of Finance			x					
Self Certification of Provider Licence	Director of Strategy & Integration			x					
Compliance with NHS FT Code of Governance	Director of Strategy & Integration			x					
Well Led Review	Director of Strategy & Integration								Date TBC
Governance Review Update	Director of Strategy & Integration		x				x		
Risk Appetite Review	Director of Strategy & Integration					x			
Annual Fire Safety Report	Director of Estates & Facilities			x					
Annual Health & Safety Report	Director of Strategy & Integration					x			
Non Executive Lead Roles	Chairman		x						

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NED Committee / Academy Membership	Chairman	x							
Membership Plan	Director of Strategy & Integration						x		
Data Protection Officer Annual Report	CDIO					x			
Data Security & Protection Toolkit	CDIO		x						
Emergency Preparedness, Resilience & Response & NHSE Core Standards	Chief Operating Officer					x			
Use of the Trust Seal	Director of Strategy & Integration						x		
STANDING ITEMS									
Patient Story - every alternate board	Chief Nurse	x		x			x		
Chair's Report	Chairman	x	x	x		x	x	x	
Chief Executive's Report	Chief Executive	x	x	x		x	x	x	
Chair's report from Regulation & Assurance Committee	Chairman	x	x	x		x	x	x	
Chair's report from Audit Committee	Audit Chair		x	x		x	x	x	
ITEMS FOR INFORMATION ONLY									
Confirmed Charitable Funds Committee minutes	Chairman	x		x			x		
Confirmed Audit Committee minutes	Audit Chair		x	x		x	x	x	
Confirmed Regulation & Assurance Committee minutes	Chairman	x	x	x		x	x	x	
Quality Oversight Report	CMO/CN	x	x	x		x	x	x	
Integrated Dashboard	All	x	x	x		x	x	x	
BAF	Chair	x	x	x		x	x	x	
Strategic Risk Register	Chair	x	x	x		x	x	x	
Adult & Child Safeguarding Annual Report	Chief Nurse							x	