

## BOARD OPEN 2021

Item	Lead	Jan	Mar	May	Jun*	Jul	Sep	Nov	Notes (*Accounts Meeting)
<b>STRATEGY</b>									
Risk Management Strategy	Director of Strategy & Integration					x			
Corporate 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			
<b>QUALITY</b>									
Quality Report/Account	Chief Medical Officer/Chief Nurse								Date TBC
CQC Action Plan	Chief Nurse	x							
Children and Young People's Board Report	Chief Medical Officer								Date TBC
Infection Prevention & Control Annual Report	Chief Nurse						x		
Ockenden Review of Maternity Services and BTHFT Assurance Assessment Tool	Chief Nurse	x							
COVID-19 Vaccination Programme	Chief Nurse	x							
Annual Research Report	Chief Medical Officer		x						
Patient Recruitment Centre	Chief Medical Officer			x					Prof Saralaya - 20 min presentation / 10 min discussion
<b>PEOPLE</b>									
Equality Update	Director of HR							x	Date subject to change pending availability of results
Equality & Diversity Council	Chief Executive	x	x	x	x	x	x	x	
Staff Survey	Director of HR		x						
Freedom to Speak Up Annual Report	Chief Nurse								Date TBC
Nursing Establishment Review	Chief Nurse								Date TBC
Improving our People Practices – Disciplinary Practices	Director of HR		x						
Healthcare Worker Flu Vaccination Best Practice Assurance	Director of HR							x	
<b>FINANCE &amp; PERFORMANCE</b>									
NHSI Operational Plan Submission	Director of Finance								Date TBC
Financial Plan	Director of Finance	x							Date TBC
5 Year Forward Looking Capital Programme	Director of Finance			x					
Budgetary Control Framework	Director of Finance							x	
Busget setting process & timetable	Director of Finance							x	
Annual Report & Accounts	Director of Finance				x				
Charity ISA 260, Draft Annual Report & Accounts and draft Letter of Representation	Director of Finance				x				
<b>GOVERNANCE</b>									
Review of Standing Orders/SFIs/Scheme of Delegation	Director of Strategy & Integration/Director of Finance			x					
Self Certification of Provider Licence	Director of Strategy & Integration			x					
NED Independence Test	Director of Strategy & integration			x					
Compliance with NHS FT Code of Governance	Director of Strategy & Integration			x					

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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 Estates & Facilities					x			
Non Executive Champion Roles	Chairman		x						
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		
Learning from Covid-19	Director of Strategy & Integration			x					
White Paper - Integration & Innovation	Director of Strategy & Integration		x						
Strategic Partnering Agreement	Director of Strategy & Integration			x					
<b>STANDING ITEMS</b>									
Patient Story - every alternate board	Chief Nurse	x		x			x		
Getting to know the CBUs	COO		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	
<b>ITEMS FOR INFORMATION ONLY</b>									
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	
Board Assurance Framework	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	
Ockenden Review of Maternity Services	Chief Nurse		x	x	x	x	x	x	