

BOARD OPEN 2023 - DRAFT

Item	Lead	Jan 23	Mar 23	May 23	May 23*	Jul 23	Sep 23	Nov 23	Notes (*Accounts Meeting)
STRATEGY									
Corporate Strategy	Director of Strategy & Integration	x	x	x		x	x	x	
Mental Health Strategy	Chief Nurse			x					
Green Plan	Director of Strategy & Integration	x							
Communications - Annual Update	Director of Strategy & Integration							x	
Digital Strategy Annual Report	CDIO							x	
Quality Strategy	Chief Medical Officer	x							
EDI Strategy	Director of HR		x						
People Strategy	Director of HR		x	x					March or May TBC
QUALITY & PATIENT SAFETY									
Quality Account	Chief Medical Officer/Chief Nurse				x				
CQC Reports/Action Plan	Chief Nurse								Only when there is relevant information to report
Infection Prevention & Control Q4 Report (Annual Report)	Chief Nurse					x			
Maternity and Neonatal Services Update	Chief Nurse	x	x	x		x	x	x	
COVID-19 Vaccination Programme	Chief Nurse	x	x	x		x	x	x	
Annual Research Report	Chief Medical Officer		x						
Research Activity in the Trust	Chief Medical Officer	x							Quarterly - Tracy Watson lead for this item Dates TBC
PEOPLE									
Equality, Diversity & Inclusion Update (WRES, WDES)	Director of HR							x	Date subject to change pending availability of results
Equality & Diversity Council	Chief Executive	x	x	x		x	x	x	
Staff Survey	Director of HR			x				x	Nov - action plan update
Freedom to Speak Up Annual Report	Chief Nurse					x			
Nursing & Midwifery Staffing Review	Chief Nurse	x		x				x	6 monthly Jan 23 - Nursing only
Healthcare Worker Flu Vaccination Best Practice Assurance	Director of HR							x	
Looking after our people (verbal update)	Director of HR		x			x		x	
FINANCE & PERFORMANCE									
Operational Plan Submission	Chief Operating Officer / Director of Finance		x						
Financial Plan	Director of Finance		x						
Capital Programme	Director of Finance		x						
Budget setting process & timetable	Director of Finance							x	
Winter Plan	Chief Operating Officer							x	
Health Inequalities & Waiting List Analysis	Chief Operating Officer		x				x		
Annual Report & Accounts, ISA260 & Letter of Representation	Director of Finance				x				
Charity ISA 260, Draft Annual Report & Accounts and draft Letter of Representation	Director of Finance	x							
PARTNERSHIPS									

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Partnerships Dashboard	Director of Strategy & Integration	x	x	x		x	x	x	
GOVERNANCE / ASSURANCE									
Board Assurance Framework	Director of Strategy & Integration	x	x	x		x	x	x	
High Level Risk Register	Director of Strategy & Integration	x	x	x		x	x	x	
Review of Standing Orders/SFIs/Scheme of Delegation	Director of Finance		x						
Constitution - annual review	Director of Strategy & Integration			x					
Self Certification of Provider Licence	Director of Strategy & Integration			x					
NED Independence Test	Director of Strategy & integration			x					
NHS Code of Governance & Guidance on Collaboration	Director of Strategy & integration	x							
Compliance with NHS Code of Governance	Director of Strategy & Integration			x					
Well Led Review & Board Self Assessment	Director of Strategy & Integration								Date TBC
Annual Report from Academies	Academy Chairs			x					
Annual Report from Audit Committee	Chair of Audit Committee							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			
Premises Assurance Model Progress Report	Director of Estates & Facilities						x		
Annual Security Report	Director of Estates & Facilities			x					
Violence Prevention & Reduction Standard	Director of Estates & Facilities		x				x		
Membership Plan	Director of Strategy & Integration						x		
Data Security & Protection Toolkit	CDIO			x					
DPO Annual Report	DPO						x		
Emergency Preparedness, Resilience & Response & NHSE Core Standards	Chief Operating Officer						x		
Use of the Trust Seal	Director of Strategy & Integration						x		
NED Champion Roles - annual review	Chairman							x	
STANDING ITEMS									
Patient Story - every alternate board	Chief Nurse		x			x		x	
Getting to know the CSUs	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 Academies	Academy Chairs	x	x	x		x	x	x	
Chair's report from Audit Committee	Audit Committee Chair		x	x		x	x	x	
Chair's report from Charitable Funds Committee	Charitable Funds Committee Chair			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 Academy minutes	Academy Chairs	x	x	x		x	x	x	
Integrated Dashboard	All	x	x	x		x	x	x	
Adults & Children Safeguarding Annual Report	Chief Nurse					x			
Finance Report	Director of Finance	x	x	x		x	x	x	
Guardian of Safe Working Hours quarterly report	Chief Medical Officer		xQ3	xQ4			xQ1	xQ2	
Medical Appraisal & Revalidation Annual Report	Chief Medical Officer					x			
Gender Pay Gap Report	Director of HR		x						
Workforce Report	Director of HR		x			x	x		
Freedom to Speak Up Quarterly Reports	Chief Nurse		x				x	x	