

Trust Board Public and Confidential **Workplan 2024/25**

Date of Meeting	Frequency Lead	28-May-24	EGM 25-Jun-24	30-Jul-24	24-Sep-24	26-Nov-24	28-Jan-25	25-Mar-25
Theme		CHS	Joint Dev & EGM	DMH	FYPC LDA	CHS	DMH	FYPC LDA
Q1=Sept; Q2=Nov; Q3=March; Q4=May		Q4			Q1	Q2		Q3
<b>Standing Items</b>								
Service Presentation (20mins)	Every meeting	X	-	X	X	X	X	X
Patient and Carer Voice (10mins)	Every meeting	X		X	X	X	X	X
Staff, Student and Volunteer Voice (10mins)	Every meeting	X		X	X	X	X	X
Questions from the Public	Every meeting	X		X	X	X	X	X
Declarations of Interest Report	Every meeting	X		X	X	X	X	X
Declarations of Interest in respect of items on the agenda	Every meeting	X		X	X	X	X	X
Minutes of the previous Public Meeting	Every meeting	X		X	X	X	X	X
Matters Arising (Action Log)	Every meeting	X		X	X	X	X	X
Trust Board Workplan	Every meeting				X	X	X	X
Chair's Report	Every meeting	X		X	X	X	X	X
Chief Executive's Report	Every meeting	X		X	X	X	X	X
Environmental Analysis	Every meeting	X		X	X	X	X	X
Chief Executive's Verbal Update <b>(CONFIDENTIAL AGENDA)</b>	Every meeting	X		X	X	X	X	X

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<b>Governance and Assurance</b>								
Board Assurance Framework	Every meeting	X		X	X	X	X	X
Audit and Risk Committee AAA Report	Quarterly Hetal P	X 19/04 mtg		X 17/06 mtg	X 13/09 mtg		X 13/12 mtg	X 07/03 mtg
Audit and Risk Committee Annual Effectiveness Review, ToR and Workplan	Annual Hetal P				X			
Annual Public Meeting arrangements (to be covered in report from the Chair)	Annual Chair							X
Trust Board Meeting Dates	Annual Kate D							X
Trust Board Annual Effectiveness Review, Terms of Reference	Annual Kate D	✘ Deferred to Sept			✘ Deferred to Nov	X		
Trust Board Development Programme and Joint (Group) Development Programme	Annual Kate D			✘ Deferred to Sept	✘ Deferred to Nov	X		
Annual Review of Board Assurance Framework and Risk Appetite	Annual Kate D							X
Provider Licence Compliance	Annual Kate D	X						
Annual Board Report and Statement of Compliance - Responsible Officers and Revalidation	Annual Bhanu C				X			
Documents Signed under Seal	Quarterly Kate D	X			X	X		X

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<b>Strategy and System Working</b>								
Committee in Common Joint Working Group AAA Report	Quarterly Faisal H	X 29/04 mtg		X 17/06 mtg	X 28/08 mtg	X 11/11 mtg	X 13/01 mtg	X 10/03 mtg
East Midlands Alliance: Common Board Paper	Quarterly David W	X				X		X
Step Up to Great Quarterly Report	Quarterly David W	X				X		X
Annual Review of Strategy and Annual Strategic Objectives	Annual David W						X	
<b>Quality, Safety and Compliance</b>								
Quality and Safety Committee AAA Report	Every meeting Josie S	X 30/04 mtg		X 18/06 mtg	X 20/08 mtg	X 29/10 mtg	X 18/12 mtg	X 18/2/mtg
Safe Staffing Monthly Report	Every meeting James M	X		X	X	X	X	X
Patient Safety and Incident Learning Assurance Report	Every meeting James M	X		X	X	X	X	X
Health and Safety Annual Report	Annual Jean K						X	
Complaints Annual Report	James Mullins				X			
Patient Safety Learning Assurance Report <b>(CONFIDENTIAL AGENDA)</b>	Every meeting James Mullins	X		X	X	X	X	X
Child Safeguarding Practice Reviews and Serious Adult Reviews <b>(CONFIDENTIAL AGENDA)</b>	Every meeting James Mullins	X		X	X	X	X	X

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<b>Finance and Performance</b>								
Finance and Performance Committee AAA Report	Every meeting Alexander C	X 30/04 mtg		X 18/06 mtg	X 20/08 mtg	X 29/10 mtg	X 31/12 mtg	X 25/2 mtg
Finance Report	Every meeting Sharon M	X		X	X	X	X	X
Performance Report	Every meeting Sharon M	X		X	X	X	X	X
Charitable Funds Committee AAA Report	Quarterly Faisal H	X 19/3 mtg		X 19/6 mtg		X 17/9 mtg		X
Approval of Annual Financial Plan	Annual Sharon M							X
Nominations Remuneration Committee AAA Report <b>(CONFIDENTIAL AGENDA)</b>	Sarah Willis	X 26/03 mtg			X 30/07 mtg	X 22/10 mtg	X	X
Remuneration Committee Annual Effectiveness Review <b>(CONFIDENTIAL AGENDA)</b>	Annual Crishni Waring			✗ <i>Deferred to Sept</i>	X			
<b>People and Culture</b>								
People and Culture Committee AAA Report	Every meeting Manjit Darby	X 30/04 mtg		X 18/06 mtg	X 11/09 mtg	X 30/10 mtg	X 11/12 mtg	X 12/02 mtg
Gender Pay Gap Annual Report	Annual Sarah W							X
Modern Slavery Act and Human Trafficking statement	Annual Sarah W							X
National Staff Survey results	Annual Sarah W							X

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Freedom to Speak Up Annual Report <i>(FTSU Guardian to attend and present)</i>	Annual Jean K			X				
<b>Items When Required</b>								
Outline/Full Business Cases	As required	As required		As required	As required	As required	As required	As required
CQC Inspection Reports	As required	As required		As required	As required	As required	As required	As required
Externally Commissioned Reports	As required	As required		As required	As required	As required	As required	As required
System-wide Winter Planning	As required	As required		As required	As required	As required	As required	As required
Award of legal contracts	As required	As required		As required	As required	As required	As required	As required
Maintaining High Professional Standards in the NHS (MHPS)	As required	As required		As required	As required	As required	As required	As required
Appointment of Senior Independent Director, Deputy Chair, Chairs of Committees	As required	As required		As required	As required	As required	As required	As required
<b>EGM Agenda Items (Confidential)</b>								
2022/2023 Going Concern Assessment	Sharon M		X (EGM)					
2022/2023 Audited Financial Accounts	Sharon M		X (EGM)					
2022/23 Letter of Representation	Sharon M		X (EGM)					
KPMG ISA 260 and Auditors Annual Report 2022/23	Sharon M		X (EGM)					
Head of Internal Audit Opinion 2022/23	Kate D		X (EGM)					

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Annual Governance Statement 2022/23	Kate D		X (EGM)					
LPT Quality Account	James Mullins		X (EGM)					
LPT Annual Report 2022/23	Kamy Basra		X (EGM)					