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Trust Board Workplan 2024/25

Date of Meeting	Frequency	May	June	July	September	November	January	March
Theme		CHS	EGM	DMH	FYPCLDA	CHS	DMH	FYPCLDA
Standing Items								
Service Presentation	Every meeting	X		X	X	X	X	X
Patient and Carer Voice	Every meeting	X		X	X	X	X	X
Staff, Student and Volunteer Voice	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	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 (internal and external factors impacting on the Trust, to include risk-based items)	Every meeting	X		X	X	X	X	X
Governance and Assurance								
Board Assurance Framework	Every meeting	X		X	X	X	X	X
Audit and Risk Committee AAA Report	Quarterly	X		X		X		X
Audit and Risk Committee Annual Effectiveness Review, ToR and Workplan	Annual				X			

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Finance and Performance Committee AAA Report	Every meeting	X		X	X	X	X	X
Finance Report	Every meeting	X		X	X	X	X	X
Performance Report	Every meeting	X		X	X	X	X	X
Charitable Funds Committee AAA Report	Quarterly	X		X		X		X
Approval of Annual Financial Plan	Annual							X
People and Culture								
People and Culture Committee AAA Report	Every meeting	X		X	X	X	X	X
National Staff Survey results	Annual							X
Risk Based Items When Required								
Outline/Full Business Cases	As required							
CQC Inspection Reports	As required							
National/Local Reports	As Required							
Externally Commissioned Reports	As required							
System-wide Winter Planning	As required							
Award of legal contracts	As required							
Maintaining High Professional Standards in the NHS (MHPS)	As required							
Appointment of Senior Independent Director, Deputy Chair, Chairs of Committees	As required							
Confidential Agenda								
Environmental Analysis	Every meeting	X		X	X	X	X	X
Chief Executive's Verbal Update	Every meeting	X		X	X	X	X	X
Confidential Patient Safety Report	Every meeting	X		X	X	X	X	X

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Child Safeguarding Practice Reviews and Serious Adult Reviews	Every meeting	X		X	X	X	X	X
Nominations Remuneration Committee AAA Report	Quarterly	X			X	X	*No longer required	*No longer required
Remuneration Committee Annual Effectiveness Review	Annual			*Deferred to September	X			
LPT well led action plan and Group well led action plan (time limited item)								
EGM Agenda								
2024/2025 Going Concern Assessment	Annual		X					
2024/2025 Audited Financial Accounts	Annual		X					
2024/25 Letter of Representation	Annual		X					
KPMG ISA 260 and Auditors Annual Report 2024/25	Annual		X					
Head of Internal Audit Opinion 2024/25	Annual		X					
Annual Governance Statement 2024/25	Annual		X					
LPT Quality Account 2024/25	Annual		X					
LPT Annual Report 2024/25	Annual		X					

Amendments made in December 2024

- Addition of service visit feedback (6 monthly) to public board following level 1 committee discussions
- Addition of well led action plan progress reports to each confidential board as a time limited item until closure of LPT and Group action plans.