

Trust Board Workplan 2024/25 with tracked changes

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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Quality and Safety Committee AAA Report	Every meeting	X		X	X	X	X	X
Safe Staffing Monthly Report	Every meeting	X			X	X	X	X
Patient Safety and Incident Learning Assurance Report (item renamed Patient Safety Report)	Every meeting	X		X	X	X	X	X
Freedom to Speak Up Annual Report	Annual			X				
Complaints and compliments Annual Report					*Deferred to November	X		
Health and Safety Annual Report (item covered by the existing H&S quarterly report to QSC)							X	
Finance and Performance								
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
Gender Pay Gap Annual Report (item removed and re-routed through PCC)	Annual							X
Annual Board Report and Statement of Compliance- Responsible Officers and					X			

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Revalidation (item removed and re-routed through PCC)								
Modern Slavery Act and Human Trafficking statement (item removed and re-routed through PCC)								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
Patient Safety Learning Assurance Report (item renamed Confidential Patient Safety Report)	Every meeting	X		X	X	X	X	X
Child Safeguarding Practice Reviews and Serious Adult Reviews	Every meeting	X		X	X	X	X	X

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Nominations Remuneration Committee AAA Report (change to an annual report alongside the annual effectiveness review)	Quarterly Annual	X			X	X	✗	✗
Remuneration Committee Annual Effectiveness Review (remove as captured above)	Annual			*Deferred to September	X			
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					