

LPT Trust Board Workplan 2025/26 Proposed revisions May 2025
(Workplan last approved 25 March 2025 Trust Board)

| Date of Meeting | Frequency/ Lead | 27-May-25 | 24-Jun-25 | 29-July-25 | 30-Sep-25 | 25-Nov-25 | 27-Jan-26 | 31-Mar-26 |
|----------------------------------------------------------------------------------------------------------------|----------------------|-----------|---------------|------------|-----------|-----------|-----------|-----------|
| Theme | | Enabling | EGM (LPT Dev) | CHS | DMH | FYPCLDA | Enabling | CHS |
| Standing Items | | | | | | | | |
| 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 (University Focus) 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 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 <i>(internal and external factors impacting on the Trust & risk-based items)</i> | Every meeting | X | | X | X | X | X | X |
| Chief Executive's Verbal Update <i>(Confidential Agenda)</i> | Every meeting CEO | X | | X | X | X | X | X |
| Environmental Analysis | Every meeting | X | | X | X | X | X | X |

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| <i>(Confidential Agenda)</i> | CEO/MD | | | | | | | |
| Governance and Assurance | | | | | | | | |
| Board Assurance Framework | Every meeting Dir Gov & Risk | X | | X | X | X | X | X |
| Audit and Risk Committee AAA Report | Quarterly Chair, ARC | X (17.4.25- ARC EGM) | | X (13.06.25) | X (12.09.25) | | X (05.12.25) | X (06.03.26) |
| Audit and Risk Committee Annual Effectiveness Review, ToR and Workplan | Annual Chair, ARC | | | | X | | | |
| Trust Board Annual Effectiveness Review, Terms of Reference | Annual Dir Gov & Risk | X | | | | | | |
| Trust Board Development Programme and Joint (Group) Development Programme – proposed to transfer to Group Board Workplan | Annual Dir Gov & Risk | X | | | | | | |
| Annual Review of Board Assurance Framework and Risk Appetite | Annual Dir Gov & Risk | | | | | | | X |
| Provider Licence Compliance transferred to Audit and Risk Committee | Annual Dir Gov & Risk | X | | | | | | |
| Remuneration Committee Annual Effectiveness Review <i>(Confidential Agenda)</i> | Annual Chair | | | X | | | | |
| LPT well led action plan - time limited item <i>(Confidential Agenda)</i> | Every meeting Dir Gov & Risk | X | | X | X | X | X | X |

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| <i>Strategy and System Working</i> | | | | | | | | |
| East Midlands Alliance: Common Board Paper – proposed to transfer to Group Board Workplan | When required Grp Dir of Strat | ✗ (when req'd) | | ✗ (when req'd) | ✗ (when req'd) | ✗ (when req'd) | ✗ (when req'd) | ✗ (when req'd) |
| THRIVE Strategy Update proposed to transfer to Group Board Workplan | Quarterly Grp Dir of Strat | ✗ | | ✗ | - | ✗ | | ✗ |
| Quality, Safety and Compliance | | | | | | | | |
| Quality and Safety Committee AAA Report | Every meeting Chair, QSC | X (15.04.25) | | X Year-end 20.05.25 mtg and 17.06.25 | X (19.08.25) | X (21.10.25) | X (23.12.25) | X (17.02.26) |
| Safe Staffing Monthly Report | Every meeting Interim DoN | X | | X | X | X | X | X |
| Patient Safety Report | Every meeting Interim DoN | X | | X | X | X | X | X |
| Freedom to Speak Up Annual Report (<i>FTSU Guardian to attend to present</i>) | Annual Managing Dir | | | X | | | | |
| Complaints and compliments Annual Report | Annual Interim DoN | | | | X | | | |
| Confidential Patient Safety Report (<i>Confidential Agenda</i>) | Every meeting Interim DoN | X | | X | X | X | X | X |
| Child Safeguarding Practice Reviews and Serious Adult Reviews (<i>Confidential Agenda</i>) | Every meeting Interim DoN | X | | X | X | X | X | X |
| Finance and Performance | | | | | | | | |

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| Finance and Performance Committee AAA Report | Every meeting Dir Fin & Perf | X (15.04.25) | | X (19.06.25) | X (21.08.25) | X (23.10.25) | X (22.12.25) | X (19.02.26) |
| Finance Report | Every meeting Dir Fin & Perf | X | | X | X | X | X | X |
| Performance Report | Every meeting Dir Fin & Perf | X | | X | X | X | X | X |
| Charitable Funds Committee AAA Report | Quarterly Chair, CFC | X 18.03.25 | | X 26.06.25 | X 11.09.25 | | X 19.12.25 | X 13.03.26 |
| Approval of Annual Financial Plan <i>(Confidential Agenda)</i> | Annual Dir Fin & Perf | | | | | | | X |
| People and Culture | | | | | | | | |
| People and Culture Committee AAA Report | Every meeting Chair, PCC | X (09.04.25) | | X (11.06.25) | X (13.08.25) | X (08.10.25) | X (10.12.25) | X (11.02.26) |
| National Staff Survey Results | Annual Dir HR & OD | | | | | | | 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 | | | | | | | |

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| EGM Agenda | | | | | | | | |
| Going Concern Assessment | Annual Dir Fin & Perf | | X | | | | | |
| Audited Financial Accounts | Annual Dir Fin & Perf | | X | | | | | |
| Letter of Representation | Annual Dir Fin & Perf | | X | | | | | |
| KPMG ISA 260 and Auditors Annual Report | Annual Dir Fin & Perf | | X | | | | | |
| Head of Internal Audit Opinion | Annual Dir Gov & Risk | | X | | | | | |
| Annual Governance Statement | Annual Dir Gov & Risk | | X | | | | | |
| LPT Quality Account 2024/25 | Annual Interim DoN | | X | | | | | |
| LPT Annual Report 2024/25 | Annual Dir of HR & OD | | X | | | | | |