

Agenda Item		Frequency	Responsibility	31-Jan-19	02-May-19	01-Aug-19	07-Nov-19	30-Jan-20	30-Apr-20	30-Jul-20
Patient or Staff Story	Patient/Staff Story	Quarterly	Exec Team	✓	✓	✓	✓	✓	✓	✓
Chair's Business	Welcome and Apologies for Absence	Quarterly	Chair	✓	✓	✓	✓	✓	✓	✓
	Declarations of Interest	Quarterly	Chair	✓	✓	✓	✓	✓	✓	✓
	Minutes of the last meeting	Quarterly	Chair	✓	✓	✓	✓	✓	✓	✓
	Action Chart from previous meetings	Quarterly	Chair	✓	✓	✓	✓	✓	✓	✓
	Chair and CEO Report	Quarterly	CEO	✓	✓	✓	✓	✓	✓	✓
Assurance	Integrated Performance Reports and Board Committee assurance	Quarterly	Exec Directors	✓	✓	✓	✓	✓	✓	✓
	Board Committee annual reports	Annually	Non-executives		✓					✓
	Audit Committee annual report	Annually	AC chair			✓				
	Audit Committee highlight report and CKIs	Quarterly	AC chair		✓	✓	✓	✓	✓	✓
	Emergency Planning	Annually	DOO		✓					✓
Strategy and Planning	STP Update	Quarterly	CEO	✓	✓	✓	✓	✓	✓	✓
	STP Capital Projects	Quarterly	Director of Estates and Facilities	✓	✓	✓	✓	✓	✓	✓
	Organisational and Clinical Strategy (for approval)	As required	Director of Strategy, Research and Innovation	✓	✓					
	Enabling strategies	As required	Exec team		✓					
	Emergency Planning	Annually	Managing Director					✓		
	Seasonal Demand across ED and Emergency Pathways	Quarterly	Managing Director	✓	✓	✓	✓	✓	✓	✓
Finance	Long-term financial plan	Annually	Director of Finance	✓					✓	
	Review of Capital Budgets approval	Annually	Director of Finance	✓					✓	
Quality	Inpatient Survey Results	Annually	Chief Nurse		✓					✓
	NHS Patient Survey Results (Outpatients, Maternity and Children)	Annually	Chief Nurse		✓					✓
	Quality Report - future year priorities		Chief Nurse		✓					✓
Workforce and Education	Acuity Review	biannually	Chief Nurse		✓			✓		✓
	Staff Engagement Plan	Annually	Director of HR & OD		✓					✓
	Staff attitude survey and action plan	Annually	Director of HR & OD		✓					✓
	Freedom to Speak Up report	Quarterly	Director of HR & OD	✓	✓	✓	✓	✓	✓	✓
	Annual Organisational Audit for Approval and Revalidation of Medical Staff	Annually	Chief Medical Officer		✓					✓
Corporate Governance	Board Assurance Framework	6 monthly	Co Sec	✓		✓		✓		
	Review of Risk Appetite Statement	6 monthly	Co Sec		✓			✓		✓
	Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)	Annually	Co Sec/Dir of Finance			✓				
	Risk Management Policy	Annually	Director of Governance		✓					✓
	Health & Safety Policy	Annually	Director of Governance		✓					
	Condition G6 return	Annually	Co Sec		✓					✓
	Condition FT4 return	Annually	Co Sec		✓					✓
	Approval of decisions taken by Chair's actions	As required	Co Sec	✓	✓	✓	✓	✓	✓	✓
	Sealing of Documents	As required	Co Sec	✓	✓	✓	✓	✓	✓	✓
Charitable Funds	Charitable Funds Committee highlight report and CKIs	Quarterly	Chair CFC	✓	✓	✓	✓	✓	✓	✓
	ESNEFT Charitable Funds Annual Report and Accounts	Annually	Chair CFC					✓		
Receipt of Reports by Consent	Complaints Annual Report	Annually	Chief Nurse	✓					✓	
	Infection Control Annual Report	Annually	Chief Medical Officer					✓		
	Safeguarding Adults Annual Report	Annually	Chief Nurse		✓					✓
	Safeguarding Children Annual Report	Annually	Chief Nurse		✓					✓
	Equality and Diversity Annual Report	Annually	Director of HR & OD			✓				
	Radiation Safety Annual Report	Annually	Chief Nurse			✓				
	Any Other Business	Standing item	Chair	✓	✓	✓	✓	✓	✓	✓