	s - Meeting held in Public - 18 mo	man ronning plan							
			Responsibility 70 07.410.70 07.No. 30.181.30 30.405.30						
Agenda Item		Frequency	Responsibility	n. Zo	V.70	S. Zo	K, Zo Sal	7.20	lor. 20. o
Patient or Staff		11040.01.07							
Story	Patient/Staff Story Welcome and Apologies for	Quarterly	Exec Team	✓	✓	✓	✓	✓	✓
	Welcome and Apologies for Absence	Quarterly	Chair	✓	<b>✓</b>	✓	✓	<b>√</b>	✓
	Declarations of Interest	Quarterly	Chair	<b>✓</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Chair's Business	Minutes of the last meeting	Quarterly	Chair	✓	✓	<b>√</b>	✓	✓	✓
Onan o Duomooo	Action Chart from previous	•	Q1 .				,	,	,
	meetings	Quarterly	Chair	✓	<b>√</b>	✓	✓	✓	<b>√</b>
	Chair and CEO Report	Quarterly	CEO	✓	✓	✓	✓	✓	✓
	Integrated Performance Penarts							ı	1
	Integrated Performance Reports and Board Committee assurance	Quarterly	Exec Directors	✓	<b>√</b>	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>√</b>
	Board Committee annual reports	Annually	Non-executives		<b>✓</b>				✓ ·
Assurance	Audit Committee annual report	Annually	AC chair			✓			
	Audit Committee highlight report								
	and CKIs	Quarterly	AC chair		<b>√</b>	✓	✓	✓	<b>√</b>
	Emergency Planning	Annually	DOO		✓				✓
	STP Update	Quarterly	CEO	<b>√</b>	<b> </b>	<b>✓</b>	<b>✓</b>		<b> </b>
	on opuate	Quarterly	CEO		+ -		•	,	, , , , , , , , , , , , , , , , , , ,
			Director of Estates						
	STP Capital Projects	Quarterly	and Facilities	✓	✓	✓	✓	✓	✓
Strategy and	Organisational and Clinical Strategy		Director of Strategy, Research and						
Planning	(for approval)	As required	Innovation	✓	✓				
	Enabling strategies	As required	Exec team		<b>✓</b>				
	Emergency Planning	Annually	Managing Director				✓		
	Seasonal Demand across ED and		Managing Director						
	Emergency Pathways	Quarterly	Managing Director	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>√</b>	✓	· ·
	Long-term financial plan	Annually	Director of Finance	✓	T			<b>/</b>	
Finance	zong term manolal plan	Ailidany	Director of 1 maries	-					
	Review of Capital Budgets approval	Annually	Director of Finance	✓				✓	
Quality	Inpatient Survey Results	Annually	Chief Nurse		<b>✓</b>				✓
	NHS Patient Survey Results (Outpatients, Maternity and								
	Children)	Annually	Chief Nurse		✓				✓
	Quality Report - future year								
	priorities		Chief Nurse		<b>✓</b>				✓
Workforce and Education					T		Ī	ı	ı
	Acuity Review	biannually	Chief Nurse		✓		✓		✓
	Staff Engagement Plan	Annually	Director of HR & OD		<b>√</b>				✓
	2. 1				,				
	Staff attitude survey and action plan	Annually	Director of HR & OD		✓ ✓	<b>/</b>		<b>√</b>	<b>√</b>
	Freedom to Speak Up report Annual Organisational Audit for	Quarterly	Director of HR & OD	✓	<u> </u>	· ·	✓	<b>V</b>	✓
	Approval and Revalidation of								
	Medical Staff	Annually	Chief Medical Officer		✓				✓
	Medical Staff	Annually	Chief Medical Officer		<b>✓</b>				✓
	Medical Staff  Board Assurance Framework			<b>√</b>	✓ 				<b>✓</b>
		6 monthly	Chief Medical Officer  Co Sec  Co Sec	<b>✓</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	<b>✓</b>	<b>√</b>	<b>✓</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework		Co Sec Co Sec	<b>√</b>		<b>√</b>	<b>√</b>	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation	6 monthly 6 monthly	Co Sec Co Sec Co Sec/Dir of	<b>✓</b>			<b>✓</b>	<b>√</b>	✓ ✓
	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework	6 monthly	Co Sec Co Sec/Dir of Finance	✓ ·		✓ ✓ ✓	<b>√</b>	<b>√</b>	✓ ✓ ✓
Corporate	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation	6 monthly 6 monthly	Co Sec Co Sec Co Sec/Dir of	<b>✓</b>			<b>✓</b>	✓ ·	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy	6 monthly 6 monthly Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		<b>✓</b>	<b>√</b>	
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy	6 monthly 6 monthly Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance	<b>*</b>	✓ ✓ ✓ ✓ ✓		<b>✓</b>	<b>V</b>	<b>√</b>
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return	6 monthly 6 monthly Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		<b>✓</b>	✓ ·	✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return	6 monthly 6 monthly Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance	<b>✓</b>	✓ ✓ ✓ ✓ ✓		✓ ·	✓ ·	<b>√</b>
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return	6 monthly 6 monthly Annually Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec	✓ · · · · · · · · · · · · · · · · · · ·	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by	6 monthly 6 monthly Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ·			✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions	6 monthly 6 monthly Annually Annually Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	✓	✓	✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee	6 monthly 6 monthly Annually Annually Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs	6 monthly 6 monthly Annually Annually Annually Annually Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	✓	✓	✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required Ouarterly	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Co Sec	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required As required	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Chair CFC	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)  Risk Management Policy  Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required Quarterly Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Chair CFC Chief Nurse	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Governance	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report Infection Control Annual Report	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required As required Annually Annually Annually Annually Annually Annually	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Governance  Charitable Funds	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)  Risk Management Policy  Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required Quarterly Annually Annually	Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Chair CFC Chief Nurse	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Charitable Funds	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)  Risk Management Policy  Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report Infection Control Annual Report Safeguarding Adults Annual Report Safeguarding Children Annual Report	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required As required Annually Annually Annually Annually Annually Annually	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Charitable Funds	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)  Risk Management Policy  Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report Infection Control Annual Report Safeguarding Adults Annual Report Safeguarding Children Annual Report Equality and Diversity Annual	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required As required Annually Annually Annually Annually Annually Annually Annually Annually	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Co Sec Chair CFC Chief Nurse Chief Nurse Chief Nurse	✓ ✓	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	<i>*</i>	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Charitable Funds  Receipt of Reports	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc) Risk Management Policy Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report Infection Control Annual Report Safeguarding Adults Annual Report Safeguarding Children Annual Report Equality and Diversity Annual Report	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required Quarterly Annually Annually Annually Annually Annually Annually Annually Annually Annually	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Chair CFC Chair CFC Chief Nurse Chief Nurse Chief Nurse Director of HR & OD	✓ ✓	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	* * * * * * * * * * * * * * * * * * *	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Charitable Funds  Receipt of Reports	Board Assurance Framework Review of Risk Appetite Statement Corporate Governance Framework (SFIs, SOs, Scheme of Delegation etc)  Risk Management Policy  Health & Safety Policy Condition G6 return Condition FT4 return Approval of decisions taken by Chair's actions Sealing of Documents  Charitable Funds Committee highlight report and CKIs ESNEFT Charitable Funds Annual Report and Accounts Complaints Annual Report Infection Control Annual Report Safeguarding Adults Annual Report Safeguarding Children Annual Report Equality and Diversity Annual	6 monthly 6 monthly Annually Annually Annually Annually Annually As required As required As required Annually Annually Annually Annually Annually Annually Annually Annually	Co Sec Co Sec Co Sec/Dir of Finance Director of Governance Director of Governance Co Sec Co Sec Co Sec Co Sec Co Sec Chair CFC Chief Nurse Chief Nurse Chief Nurse	✓ ✓	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	<i>*</i>	✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓