Council of Governors - Meeting held in Public - 18 month rolling plan

Agenda Item		Frequency	Responsibility	07-Mar-19	30-May-19	29-Aug-19	05-Dec-19	05-Mar-20	29-May-20	August 2020
						Annual Members Meeting				Annual Members Meeting
Chair's Business	Welcome and Apologies for Absence	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Governors' Register of Interests	Annually	Chair	✓				✓		
	Declarations of Interest	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Minutes of the last meeting	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Action Chart from previous meetings	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Chair's Report	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
Assurance & Accountability	Performance Overview	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Report from Board Committees - Quality and Patient Safety - Finance and Performance - People and Organisational Development - Audit & Risk - Charitable Funds Committee	Every meeting	Governor observers	✓	✓	✓	✓	✓	✓	✓
	Governor Questions on Performance	Every meeting	Council of Governors	✓	✓	✓	✓	✓	✓	✓
	Quality Priorities for the year ahead	Annually	Chief Nurse	✓				✓		
	Quality indicators for audit	Annually	Chief Nurse	✓				✓		
	Annual Report and Accounts	Annually	Chief Executive			✓				✓
	Auditors' Report to the Council of Governors on the Annual Report and Accounts	Annually	External Auditors			✓				✓
Strategy and Engagement	Organisational and Clinical Strategy	Annually	Director of Strategy, Research and Innovation	✓				✓		
	Long-term Financal Plan	Annually	Director of Finance	✓					✓	
	Membership and Engagement Strategy	Annually	Director of Communications and Engagement		✓				✓	
	Report of the Strategy and Engagement Group	Every meeting	Lead Governor	✓	✓	✓	✓	✓	✓	✓
	Governor Questions on Strategy and Engagement	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Report of Lead Governor	Every meeting	Lead Governor	✓	✓	✓	✓	✓	✓	✓
	Report of Staff Governors	Every meeting	Staff Governor	✓	✓	✓	✓	✓	✓	✓
	Report of IHUG	Every meeting	Chair of IHUG	✓	✓	✓	✓	✓	✓	✓
	Report of CHUG	Every meeting	Chair of CHUG	✓	✓	✓	✓	✓	✓	✓
	Report of Governor/NED walkabouts	Every meeting	NEDs and Governors	✓	✓	✓	✓	✓	✓	✓
	Report of other Membership Events (eg. Suffolk & Tendring shows etc)	As required	Governors	✓	✓	✓	✓	✓	✓	✓
	Schedule of upcoming events	Every meeting	Membership Officer	✓	✓	✓	✓	✓	✓	✓
Appointments and Performance	Chair appointment	As required	Lead Governor/ SID		✓					
	NED appointment	As required	Chair	✓						
	Chair and NED appraisals	Annually	Chair/Lead Governor		✓				✓	
	Review of governor committee memberships	Annually	Chair			✓				✓
	Lead Governor appointment	Annually	Chair			✓				✓
	Appointment of new external auditors (next due 2021/22)	Every 3-5 years	Audit Committee Chair							
	Reappointment of external auditors	Annually	Audit Committee Chair			✓				✓
Other Governor Business	Calendar of Meetings and Annual Cycle of Business	Annually	Company Secretary	✓				✓		
	Questions from Members of the Public	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Approval of decisions taken by Chair's actions	As required	Company Secretary							
	Any Other Business	Every meeting	Chair	✓	✓	✓	✓	✓	✓	✓
Other Governor Statutory Duties	Review of Foundation Trust Constitution	Annually	Company Secretary	✓					✓	
	Report of Governor elections	Two out of three years	Company Secretary							✓
	Approval of increase of > 5% in non NHS income	As required	Director of Finance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Approval of significant transactions	As required	Chair	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Approval of mergers, acquisitions, separations, dissolutions etc.	As required	Chair	N/A	N/A	N/A	N/A	N/A	N/A	N/A