

## Trust Board Forward Plan 2020/21 and Log of Agenda Items and Actions Postponed

Forward Plan June 2020	Agenda items
<b>19<sup>th</sup> June 2020</b>  <b>Trust Board call</b>	<ul style="list-style-type: none"> <li>• Approval of Annual Report &amp; Accounts 2019/20</li> </ul>

### Agenda items postponed

	Quality, Safety and Risk	Workforce	Finance	Governance
<b>Postponed from April 2020 meeting</b>	<ul style="list-style-type: none"> <li>• Dementia Strategy</li> <li>• Volunteering Strategy</li> <li>• Organ Donation Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Survey 2019 and Action Plan</li> </ul>		<ul style="list-style-type: none"> <li>• Action Log items carried forward</li> <li>• Register of Interests and annual declarations for Fit and Proper Persons Test</li> </ul>
<b>Postponed from June 2020</b>	<ul style="list-style-type: none"> <li>• Research &amp; Development Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Education/GMC survey Annual Report</li> <li>• Medical Appraisal &amp; Revalidation Annual Report</li> <li>• Equality &amp; Diversity Annual Report</li> </ul>		<ul style="list-style-type: none"> <li>• Board Assurance Framework</li> </ul>

## Actions postponed

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
The following actions are on hold and logged for later follow up							
7.4	Integrated Quality & Operational Compliance Report	29.01.20	Develop an integrated approach to external communications on preventative measures across the community.	JF			
7.6	Integrated Quality & Operational Compliance Report	29.01.20	Review learning from deaths reporting to the Board.	AG			
11.9	Guardian of Safe Working	29.01.20	Follow up issues around bank shift payments and inclusion of all doctors in the safe working reporting mechanisms.	KC			
26	Questions from the Public	29.01.20	Consider what more could be done to reinforce to HCAs the value of their role to the organisation.	SBr			

Meeting dates	Standing Items	Quality and Performance	Strategy, Planning, Policy and Implementation	Annual Reports	Governance and Assurance
<b>28<sup>th</sup> July 2020</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (SBr)</li> <li>Integrated Quality &amp; Performance Report</li> <li>Finance (JF)</li> <li>CNST incentive scheme</li> <li>Safe Staffing (SBr)</li> </ul>	<ul style="list-style-type: none"> <li>Sustainable Development Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Infection Prevention &amp; Control (SBr)</li> <li>Safeguarding (SBr)</li> </ul>	<ul style="list-style-type: none"> <li>Board Assurance Framework (SS)</li> <li>Record of Business discussed in private (SS)</li> <li>Committee Chairs reports</li> <li>Charity Report</li> </ul>
<b>30<sup>th</sup> September 2020</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (SBr)</li> <li>Integrated Quality &amp; Performance Report</li> <li>Finance (JF)</li> </ul>		<ul style="list-style-type: none"> <li>Patient Experience (SBr)</li> <li>Information Governance (SS)</li> <li>Health &amp; Safety (TC)</li> <li>Freedom to Speak Up (SS)</li> </ul>	<ul style="list-style-type: none"> <li>Board Assurance Framework (SS)</li> <li>Record of Business discussed in private (SS)</li> <li>Committee Chairs reports</li> <li>Charity Report</li> <li>Register of sealing (SS)</li> </ul>
<b>1<sup>st</sup> December 2020</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (SBr)</li> <li>Integrated Quality &amp; Performance Report</li> <li>Finance (JF)</li> <li>7 Day Services Board Assurance Framework (JKW)</li> </ul>	<ul style="list-style-type: none"> <li>Mid-year review of progress with Quality Priorities (SBr)</li> </ul>	<ul style="list-style-type: none"> <li>Annual Charity Accounts (SBr)</li> </ul>	<ul style="list-style-type: none"> <li>Board Assurance Framework (SS)</li> <li>Record of Business discussed in private (SS)</li> <li>Committee Chairs reports</li> <li>Charity Report</li> </ul>
<b>January 2021</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (SBr)</li> <li>Integrated Quality &amp; Performance Report</li> <li>Finance (JF)</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Objectives for 2020/21 (AB)</li> <li>End of Life Strategy (SBr)</li> <li>Safe Staffing (SBr)</li> </ul>	<ul style="list-style-type: none"> <li>Guardian of Safe Working (JKW)</li> <li>Emergency Preparedness (MM)</li> </ul>	<ul style="list-style-type: none"> <li>Board Assurance Framework (SS)</li> <li>Record of Business discussed in private (SS)</li> <li>Committee Chairs reports</li> <li>Charity Report</li> <li>Register of sealing (SS)</li> </ul>
<b>March 2021</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Action log</li> <li>Chairman's report</li> <li>CEO report</li> </ul>	<ul style="list-style-type: none"> <li>Patient Story (SBr)</li> <li>Integrated Quality &amp; Performance Report</li> <li>Finance (YR)</li> <li>Staff Survey (KC)</li> </ul>	<ul style="list-style-type: none"> <li>Volunteering Strategy (SBr)</li> <li>Dementia Strategy (SBr)</li> <li>Annual Operating Plan (AB)</li> <li>Budget 21/22 (YR)</li> </ul>	<ul style="list-style-type: none"> <li>Register of Interests (SS)</li> <li>Organ Donation (JKW)</li> </ul>	<ul style="list-style-type: none"> <li>Board Assurance Framework (SS)</li> <li>Record of Business discussed in private (SS)</li> <li>Committee Chairs reports</li> <li>Charity Report</li> <li>Condition G6 &amp; Cos7 declaration (SS)</li> </ul>