

**Trust Board  
25 November 2021**

**Public Board  
Forward Planner**

<b>Presented for:</b>	Information and diary management
<b>Presented by:</b>	Linda Pollard, Chair
<b>Author:</b>	Jo Bray, Company Secretary
<b>Previous Committees:</b>	On-going up date to Board

<b>Trust Goals</b>	
The best for patient safety, quality and experience	✓
The best place to work	✓
A centre for excellence for research, education and innovation	✓
Seamless integrated care across organisational boundaries	✓
Financial sustainability	✓
<b>Key points</b>	
<p>The Forward Planner for reporting to Board has been updated and new information included in red text.</p> <p>All electronic diary appointments have been issued to support the corporate calendar.</p> <p><b>The Board area asked to note;</b></p> <ul style="list-style-type: none"> <li>• The inclusion of the new Innovation District Committee;</li> <li>• Dates for the 2022/23 QAC are being reviewed and are not included at this stage to allow diary reviews to conclude.</li> </ul> <p><b>Changes to membership of Committees have been communicate to all with relevant changes to diary appointments</b></p>	Information and diary management

## Forward Planner Financial Year April 2021 to March 2022

Blue text to be reported in Blue Box

Board Meeting Date	20 May 2021	29 July 2021	30 Sept 2021	25 Nov 2021	27 Jan 2022	31 March 2022
Description of the Report to Board	April	June	Aug	Oct	Dec	Feb
<b>INFO FROM CTTEES</b>						
All Cttee Annual Reports & work programmes for new financial year- Audit, F&P, QAC, Workforce, DIT, BDC, RMC, R&I (assurance at March Audit Cttee)	From all Cttee's -AR for assurance blue box. Work plans for BoD approval -					
Audit Cttee Annual Report (assurance of Cttees reported to March Audit Cttee)	Audit Cttee AR					
<b>Audit Cttee</b>	6 May	20 May & 24 June	10 Sept		3 Dec	4 March
<b>F&amp;P Cttee</b>	March, April mins	May, June mins	July, Aug mins	Sept, Oct mins	Nov, Dec mins	Jan, Feb mins
<b>QAC Cttee</b>	8 April mins	2 July mins		1 Oct mins		4 Feb mins
<b>DIT Cttee</b>		5 June mins <b>3 July</b>	21 Aug mins (to move)	13 Nov mins		26 Feb mins
<b>Workforce Cttee</b>	4 May mins	22 July mins	9 Sept	5 Nov	19 Jan	11 March
<b>BDC</b>	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
<b>RMC</b>	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
<b>R&amp;I Cttee</b>	4 May mins	<b>23 June 2020</b>	11 Aug mins	10 Nov mins		16 Feb mins
<b>Rem Cttee</b> (Plus Extra Ordinary mtgs)		<b>21 May</b>	30 July		26 Nov	
<b>WYAAT CiC - Updates</b> - work programme/projects - approvals - CiC (agenda & mins), Directors report	Directors Report  Draft mins - 27 April	Directors Report	Directors Report  Draft mins - 27 July	Directors Report  Draft mins 26 Oct	Directors Report	Directors Report  Draft mins - TBC
<b>Health &amp; Wellbeing B:B meetings</b>	Draft mins - 9 March	Draft mins - TBC			Draft mins - TBC	Draft mins - TBC
<b>QUALITY</b>						
Patient Story (LG)	Staff presentation	presentation	presentation	presentation	presentation	presentation
PPI (LG)		Annual Update				
Complaints (LG)		Yearend Report			Six month - IQPR	
Duty of Candour (PW) Built in to Serious Incident Report with Annual Report -Oct Via QAC and Board blue box or to report to Board				Annual Report from QAC to BoD		
Safeguarding (LG/KS)		Annual Report (public version) & Serious Case Reviews -Update (workshop) PREVENT – Annual Report			Serious Case Reviews -Update (workshop)	
PREVENT report to Workshop with supporting presentation						
Maternity incentive scheme NHSR	To report to Board - from QAC	8 July QAC then to Board				
Ockenden Via QAC and flow to Board/ sp at timeout sessions						
Surveys (LG) - F&FT updates (Patients)	Included in IQPR			Included in IQPR		
CQC – Action Plan Hospital Inspection (LG) <b>(Standing agenda item QAC) - 21-23 Aug 2018</b>  Well Led Framework - 25 - 27 Sept 2018	Should any visit be announced – to be added to the agenda		6 month update on action plans	Annual Assurance report		6 month update on action plans
Same Sex accommodation (LG)	Annual declaration No longer a requirement					
Environment external assessments (CR) Suspended for 2021/22 - Social distancing rules						PLACE (CR)
Ward Healthchecks (LG) (inc Hard Truths info) Update international recruitment -Investment	Update report	Update report	Update report	Update report	Update report	Update report
HCAI (LG) Reported to April QAC Blue Box BoD	Annual Report (Blue Box)					
Flu Checklist - sign off by Board (NHSE/I requirement) - (LG)				Report		
Mortality (PW) To escalate to BoD changes to SHMI & HSMR- as required	As required	As required	As required	As required ?annual report from QAC	As required	As required
Learning from Deaths Q Report (ref in Chairs report from QAC - public) (PW) QAC - Learning from Deaths - Public BoD	Ref in QAC Chairs report Q Report	Ref in QAC Chairs report Q Report		Ref in QAC Chairs report Q Report		Ref in QAC Chairs report Q Report
Leeds Improvement Method Update (PW&HR) Timeout sessions	Move to timeout					
Seven Day Service Board Assurance (PW)						

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Report to QAC Blue Box BoD Suspended						
<b>PERFORMANCE</b>						
Performance (exec team)	IQPR	IQPR	IQPR	IQPR	IQPR	IQPR
Finance (SW) Approve 2021/22 Financial Plan Capital Programme Five Year £ Plan To include - Commissioners Contract	IQPR	IQPR June Timeout Fundamental £ review	IQPR (Forecast Yearend) Fundamental £ review	IQPR Five Year £ Plan Dec Timeout Fundamental £ review	IQPR Report plan 2021/22 Five Year £ Plan	IQPR Fundamental £ review
Contract /Activity – commissioners (CS)						Sign off by BoD
NHS I Planning Guidance (JG) Public Board					Draft	Sign off by BoD
Winter Plan (CS) to Include Update from Discharge Collaborative , Out Patients (CS, PW), Updates on Wharfedale (CS) - all become part of re-set and Covid recovery Covid Recovery	On-going	Winter reviewed at 24 June 2021 timeout On-going	On-going	On-going	On-going	On-going
<b>WORKFORCE</b>						
Staff story(JL)	Video - FTSU related Linked to annual report				Staff story	
People (JL)	IQPR	IQPR	IQPR	IQPR	IQPR	IQPR
Staff Survey (JL) Include in CE report (RN)						Headlines BoD review @Workforce Cttee
Nurse Staffing Overview (LG)	Report	Report Annual Report ??	Report	Report	Report	Report
Investment & Updates Regular updates Workforce Cttee -deep dives						
Freedom to Speak Up (JH & Guardian)	Annual Report & Presentation (appendix self asses)				Six month Update report - self assess	
Guardians of Safe Working - Annual update to Board (report in Quality Account) (PW) Q reports to MESC (Workforce Cttee)	Annual Report & Presentation					
Equality & Diversity Move to Workforce Cttee						
Gender Pay Gap (Nat. publication 31 March) Move to Workforce Cttee						
Violence against staff Annual Report (CR) Workforce Cttee		Deferred new reporting nationally Receive as blue box from Cttee	Receive as blue box from Cttee Output from BoD-back in 6 months			March Wfc Cttee 6 month update report (flow from Wfc & QAC)
Medical Revalidation Report (PW - Responsible Officer) Any excluded Dr to be reported	As required	As required	As required	As required	As required	As required
NMC Revalidation (nursing & midwifery) (LG)		Annual Report - agreed 2017 - to be by exception				
Clinical Excellence Awards (JL)				Request delegated authority to F&P for Feb and report to March BoD	Report to Board	
Caring the Leeds Way - Annual Report (LG) Nursing & Midwifery Strategy (caring the Leeds Way)	Approve New strategy Deferred due to Covid Needs new date		Approve New strategy		Annual Report Defer	6 month update
<b>STRATEGY UPDATES</b>						
Corporate Objectives (JH)						As defined for new £ year, app to CE report
Annual Plan -2020/21 (JG)	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR
Annual Plan 2021/22 (JG) Build in Q update for progress (JG)				Q update in workshop blue box	Approve Annual Plan for 2021/22	Q update

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International & Commercial Strategy (SW, JG)				Re fresh – planned Deferred until further notice – no work carried out during Covid		
Stakeholder Management Strategy (SW, JG)		Report on engagement of new strategy				
Estates Strategy (CR) Annual Sustainability Report (to F&P May)						Estates Strategy Annual Update
Sustainability (CR) To F&P in May flow to blue box for BoD		Annual report sustainability		Agenda Item		
Building the Leeds Way (SW&MB) Assurance via BDC Thresholds for approvals, or submissions to DHSC , and updates	Report	Report	Report	Report	Report	Report
Innovation District Report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report
Leeds as Anchor Institution (JG)			Report			
Population Health Management updates (??)				Report New public health consultant to commence in role in Sept – report tbc	Report	
R&I Strategy (PW &CT) Approved 26 March 2020 Joint R&I Strategy LTHT/UoL Approved Oct 2020 timeout Single Annual Report to cover both		Annual report (cover both)				
Quality Improvement Strategy 2020-25 (PW &LG) New Strategy to flow from QAC to BoD		Report draft to Board	Publish final strategy			
Public Health Strategy (PW) New consultant Lucy Jackson – commences Nov Include pop health management				Annual update	Annual update Deferred – new cons lead	
Communication Strategy - (JW) Update @June 2018 timeout				Update		
Genetic Lab Reconfiguration (PW) Update to workshop (Genomic Medicine Service Alliance to Board timeouts until operationally functional) F&P Cttee Q reporting of genomics laboratory service by Pathology CSU with AG as link ADOP (March).						
<b>GOVERNANCE, RISK &amp; REGULATORY</b>						
Standing Orders, SFI & Sचे Delegation Annual review and TOR update (as per review process Cttee AR)						Update following each Cttee Review in prep for annual reports
NHS I Provider Licence – Self-Certification (JH & RN) Submit to NHSI (by XX May 2021 - tbc) Publish by end June)	BoD - self cert					
Assurance & Risk -Board Assurance Framework (JH &CB) -CRR (CB & JH)	BAF CRR Report	CRR Report	CRR Report	BAF (Sept Audit Cttee) - Nov BoD) CRR Report	CRR Report	CRR Report
Yearend Process Annual Report -Annual Governance Statement (JH&JB) Annual Accounts NB no longer audit letter - assurance report with accounts with a separate report to Audit Cttee Sept - then Board Quality Account (includes annual report on Guardians of Safe Working for Drs - PW- with Q reports to E&T Cttee) – Quality Account TBC assurance by Ext Audit	Sign off by BoD BoD sign off AGS (JB) Sign off by BoD NB extra ordinary Board meeting 28 May - accounts Sign off by BoD Presentation/report to	Receive by BoD public (published on website end June)		Assurance report from External Audit Cttee (on yearend /accounts)	Draft Mins of AGM to report to BoD workshop	
Appointment of External Auditors (SW) (approved BoD - Jan 2021)						

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<b>Description of the Report to Board</b>						
Update on implementation of the MOU with Leeds Cares (??) <i>who owns this ??</i> States Q reporting on funding applications					Review January Board to Board session with the Charity	
Emergency Preparedness (CS) Annual report 2020/21 (in full QA) Resilience & Response Core Standards 2021/22			Annual Report – incl in Quality Account Statement -BoD sign off - coming year			
Health & Safety Annual Report (from RMC)	To receive at RMC - then Blue box Public					
Annual Fire Safety Report (from RMC)						Received at Feb RMC - Blue box Public
Health & Safety Policy (CB via KA) BoD approval March 2018	Revised policy for approval					
Administration	Code of Conduct and Nolan Principles (JB)	BoD Insurance (JB) Declarations				Fit and Proper Person test (JB) - Update
External review of BoD Gov - every 3 yrs (Self-assessment, External review, every 3 yrs – carried out Aug 2018)	Proposal report <i>External review commended 8 July</i> <i>Observe Sept Board meeting as final observation – report to October Board timeout meeting</i>	Verbal update	External observation of Board mtg			
<b>Information / assurance</b>						
FOI Annual report (Blue Box - public) - (PJ)					Annual report	
External Assurers Report (PW) Sept 2017 - BoD agreed to go to QAC						
Visitor access policy (JW)					Annual Report	
<b>Other issues and in year requests</b>						

**BOARD TIMEOUT SESSIONS - PLAN FOR ITEMS**

24 June 2021	October 2021	19 Jan 2022	10 March 2022
PM – Fundamental £ review Board training & Development	5 Oct Am session with Tri Teams CSUs & senior clinical leaders Legal overview pm and Emergency Prep  21/22 Oct Leeds Improvement Method (last update at March 2021 session)?	Chairs meeting Meeting with Charity	

		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22			
		Thursday 1st April		Thursday 3rd June	Thursday 1st July		Thursday 2nd September	Tuesday 5 October	Tuesday 2nd November	Thursday 2nd December		Tuesday 1st February	Thursday 3rd March			
WEEK 1	AM							Board Timeout (with Clinicians)		Audit Committee			Audit Committee	WEEK 1	AM	
	PM	Risk Management Committee		Risk Management Committee	Risk Management Committee		Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee		PM	
	AM								Thursday 4th November	NB. HMFA Conference 6-10th December		Thursday 3rd February			AM	
	PM								Quality Assurance Committee (QAC)		Risk Management Committee		Risk Management Committee		PM	
WEEK 2	AM	Quality Assurance Committee (QAC)	Workforce Committee		Quality Assurance Committee (QAC)		Quality Assurance Committee (QAC)	Quality Assurance Committee (QAC)	Research & Innovation (R&I) Committee		Quality Assurance Committee (QAC)	Quality Assurance Committee (QAC)	Innovation District Ctte	WEEK 2	AM	
	PM		Research & Innovation (R&I) Committee			Research & Innovation (R&I) Committee		Risk Management Committee	Thursday 11th November		Risk Management Committee				PM	
	AM		Thursday 6th May			Thursday 5th August	Thursday 9 September		Workforce Committee			Friday 11th February	Thursday 10th March		AM	
	PM		Risk Management Committee			Risk Management Committee			Friday 12th November	Digital and IT (DIT) Committee			Board Timeout		PM	
WEEK 3	AM		Tuesday 11 May			Thursday 12th August	Wednesday 15th September			Wednesday 15th December	Wednesday 12th January		Wednesday 16th March	WEEK 3	AM	
	PM		Research & Innovation (R&I) Committee			Quality & Safety Assurnace Group	Workforce Committee			Finance & Performance (F&P) Committee	Workforce Committee		Workforce Committee		PM	
	AM	Thursday 15th April	Building and Development Committee (BDC)	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Digital and IT (DIT) Committee	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Board Timeout	Quality & Safety Assurnace Group		Quality & Safety Assurnace Group	AM
	PM	Building and Development Committee (BDC)	Digital and IT (DIT) Committee	Building and Development Committee (BDC)	Workforce Committee		Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)				Building and Development Committee (BDC)	PM
WEEK 4	AM		Wednesday 19th May	Wednesday 23rd June		Tuesday 17 August		Thursday 21st October	Tuesday 23 November		Tuesday 18 January	Wednesday 23rd February		WEEK 4	AM	
	PM		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee			Research & Innovation (R&I) Committee		Board Timeout	Innovation District Ctte		Finance & Performance (F&P) Committee			PM	
	AM	Thursday 20th May	Chairs of Committees	Thursday 24th June	Thursday 22nd July	Friday 20 August		Friday 22nd October	Thursday 25th November		Thursday 20th January	Thursday 24th February			AM	
	PM		Board	Board Timeout	Building and Development Committee (BDC)	Digital and IT (DIT) Committee		Board Timeout	Board		Quality & Safety Assurnace Group	Building and Development Committee (BDC)			PM	
WEEK 5	AM	Wednesday 28th April	Thursday 25 May	Wednesday 30th June	Wednesday 28th July	Wednesday 25th August	Wednesday 29th September	Wednesday 27th October			Wednesday 26th January		Wednesday 30th March	WEEK 5	AM	
	PM	Finance & Performance (F&P) Committee		Building and Development Committee (BDC)	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee			Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee		PM	
	AM		Friday 28th May		Thursday 29th July		Thursday 30th September				Thursday 27th January		Thursday 31st March		AM	
	PM		EX-O Building and Development Committee (BDC)		REM Committee		Board - Workshop				Board		Board		PM	

(Blue Box) Agenda Item 15.1

		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23		
			Tuesday 3 May	Thursday 2 June		Tuesday 2 Aug	Thursday 1 Sep		Tuesday 1 Nov	Thursday 1 Dec	Thursday 5 Jan	Thursday 2 Feb	Thursday 2 March		
W E E K	AM						Audit Committee			Audit Committee	Workforce Committee		Audit Committee	W	AM
	PM		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	W
		Thursday 5 May				Thursday 4 Aug			Thursday 3 Nov						
1	AM		Audit Committee											1	AM
	PM		Risk Management Committee			Risk Management Committee			Risk Management Committee					1	PM
		Thursday 7 April	Tuesday 10 May		Thursday 7 July	Thursday 11 Aug	Thursday 8 Sep	Thursday 6 October	Tuesday 8 Nov		Tuesday 10 Jan	Tuesday 7 Feb	Tuesday 7 March		
W E E K	AM		Innovation District Ctte			Quality & Safety Assurance Group	Quality & Safety Assurance Group		Innovation District Ctte		Innovation District Ctte		Innovation District Ctte	W	AM
	PM	Risk Management Committee	Thursday 12 May		Risk Management Committee	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Risk Management Committee	Thursday 10 Nov			Research & Innovation (R&I) Committee		W	PM
			Quality & Safety Assurance Group	Thursday 9 June		Friday 12 Aug			Quality & Safety Assurance Group	Thursday 8 Dec	Thursday 12 Jan	Thursday 9 Feb	Thursday 9 March		
2	AM		Building and Development Committee (BDC)	Quality & Safety Assurance Group		Digital and IT (DIT) Committee			Building and Development Committee (BDC)	Quality & Safety Assurance Group	Quality & Safety Assurance Group	Quality & Safety Assurance Group	Quality & Safety Assurance Group	2	AM
	PM		Friday 13 May	Digital and IT (DIT) Committee	Building and Development Committee (BDC)				Friday 11 Nov	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	2	PM
		Thursday 14 April	Thursday 19 May		Tuesday 12 July		Wednesday 14 Sep	Thursday 13 October	Thursday 17 Nov	Wed 14 Dec	Thursday 19 Jan	Friday 10 February	Thursday 16 March		
W E E K	AM	Quality & Safety Assurance Group	Workforce Committee		Innovation District Ctte		Innovation District Ctte	Quality & Safety Assurance Group	Workforce Committee	Finance & Performance (F&P) Committee		Digital and IT (DIT) Committee	Workforce Committee	W	AM
	PM	Building and Development Committee (BDC)			Wednesday 13 July	Workforce Committee		Building and Development Committee (BDC)			Board Timeout			W	PM
					Thursday 14 July		Thursday 15 Sep								
3	AM				Quality & Safety Assurance Group			Workforce Committee						3	AM
	PM				Building and Development Committee (BDC)									3	PM
			Wed 25 May					Thursday 20 Oct	Wed 23 Nov		Wed 25 Jan	Wed 22 Feb	Thursday 23 March		
W E E K	AM		Finance & Performance (F&P) Committee					Board Timeout	Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Board Timeout	W	AM
	PM		Audit Committee											W	PM
			Thursday 26 May					Friday 21 Oct	Thursday 24 Nov		Thursday 26 Jan				
4	AM		Board					Board Timeout	Board		Board			4	AM
	PM													4	PM
		Wed 27 April		Wed 29 June	Wed 27 July	Wed 31 Aug	Wed 28 Sep	Wed 26 Oct					Wed 29 March		
W E E K	AM	Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee					Finance & Performance (F&P) Committee	W	AM
	PM						AGM							W	PM
				Thursday 30 June	Thursday 28 July		Thursday 29th Sep						Thursday 30 March		
5	AM			Board Timeout (AM with Lead Clinicians)	Board		Board						Board	5	AM
	PM			Board Timeout										5	PM

Version 1: 1 August 2021 (Nb. Chairs of Ctte meetings not included but will take place after each Timeout)  
 QAC diary appts not circulated - waiting for confirmation of frequency  
 Includes new bi-monthly ID Ctte