

**Trust Board
27 January 2022**

**Public Board
Forward Planner**

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

Trust Goals	
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	✓
Key points	
<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>The Board area asked to note;</p> <ul style="list-style-type: none"> • The inclusion of the new Innovation District Committee; • Dates for the 2022/23 QAC are now confirmed, moving this to bi monthly • Due to operational pressures, the Committee Chairs will provide annual reports to the 16 June 2022 Audit Committee meeting (this is deferred from 3 March 2022 meeting) <p>Changes to membership of Committees have been communicate to all with relevant changes to diary appointments</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
INFO FROM CTTEES						
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) deferred operational pressures Jan/Feb – now to flow to 16 June Audit Cttee meeting and then July 2022 public Board	From all Cttee's -AR for assurance blue box. Work plans for BoD approval-	From all Cttee's -AR for assurance blue box. Work plans for BoD approval – July 2022				
Audit Cttee Annual Report (assurance of Cttees reported to March Audit Cttee)	Audit Cttee AR					
Audit Cttee	6 May	20 May & 24 June	10 Sept		3 Dec	4 March
F&P Cttee	March, April mins	May, June mins	July, Aug mins	Sept, Oct mins	Nov, Dec mins	Jan, Feb mins
QAC Cttee	8 April mins	2 July mins		1 Oct mins		4 Feb mins
DIT Cttee		5 June mins 3 July	21 Aug mins (to move)	13 Nov mins		26 Feb mins
Workforce Cttee	4 Mayl mins	22 July mins	9 Sept	5 Nov	19 Jan	11 March
BDC	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
RMC	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
R&I Cttee	4 May mins	23 June 2020	11 Aug mins	10 Nov mins		16 Feb mins
Rem Cttee (Plus Extra Ordinary mtgs)		21 May	30 July		26 Nov	
WYAAT CiC - Updates - 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
Health & Wellbeing B:B meetings	Draft mins - 9 March	Draft mins - TBC			Draft mins - TBC	Draft mins - TBC
QUALITY						
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) (Standing agenda item QAC) - 21-23 Aug 2018 Well Led Framework - 25 - 27 Sept 2018	<i>Should any visit be announced – to be added to the agenda</i>		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	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i> ?annual report from QAC	<i>As required</i>	<i>As required</i>
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)	<i>Move to timeout</i>					

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Timeout sessions						
Seven Day Service Board Assurance (PW) Report to QAC Blue Box BoD Suspended						
PERFORMANCE						
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 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
WORKFORCE						
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	Benchmark data published – cross ref in Workforce Cttee Chairs report supporting appendix blue box BoD
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 <i>(appendix self asses)</i>			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 (PA) Workforce Cttee New standards (requirement to report to BoD) x2 pa (deep dive at Wfc then flow to BoD)	Report	Deferred new reporting nationally Receive as blue box from Cttee	Report			March Wfc Cttee 6-month update report (flow from Wfc & QAC)
Medical Revalidation Report (PW - Responsible Officer) Any excluded Dr to be reported	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>
NMC Revalidation (nursing & midwifery) (LG)		Annual Report - agreed 2017 - to be by exception				
Clinical Excellence Awards (JL)				<i>Request delegated authority to F&P for Feb and report to March BoD</i>	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
STRATEGY UPDATES						
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

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Annual Plan 2021/22 (JG) Build in Q update for progress (JG)					Q update in workshop blue box	Q update
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 LHHT/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).						
GOVERNANCE, RISK & REGULATORY						
Standing Orders, SFI & Sche 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		

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Appointment of External Auditors (SW) <i>(approved BoD - Jan 2021)</i>						
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			
Information / assurance						
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	
Other issues and in year requests						

BOARD TIMEOUT SESSIONS - PLAN FOR ITEMS

24 June 2021	October 2021	19 Jan 2022	10 March 2022
PM – Fundamental £ review Board training & Development	<u>5 Oct</u> Am session with Tri Teams CSUs & senior clinical leaders Legal overview pm and Emergency Prep <u>21/22 Oct</u> 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	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		Quality Assurance Committee (QAC)	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		Thursday 6th January	Thursday 10th February	Tuesday 9 March	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		Audit Committee				Audit 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	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	Friday 13th August	Thursday 16th September	Thursday 14th October	Thursday 18th November	Thursday 16th December	Thursday 13th January	Thursday 17th February	Thursday 17th March	AM	
	PM	Quality & Safety Assurnace Group	Friday 14th May	Building and Development Committee (BDC)	Workforce Committee	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	PM	
WEEK 4	AM		Wednesday 19th May	Wednesday 23rd June		Tuesday 17 Augur		Thursday 21st October	Tuesday 23 November		Tuesday 18 January	Wednesday 23rd February		AM	
	PM		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee				Board Timeout	Innovation District Ctte		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	REM Committee		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	AM	
	PM	Finance & Performance (F&P) Committee	EX-O Building and Development Committee (BDC)	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		Finance & Performance (F&P) Committee	PM	
	AM		Friday 28t May		Thursday 29th July		Thursday 30th September				Thursday 27th January		Thursday 31st March	AM	
	PM		Audit Committee (AM - YearEnd)		REM Committee		Board - Workshop				Board		Board	PM	

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