

**Trust Board  
21 May 2020**

**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, and changes to note are;</p> <p><b>The Corporate Calendar has been set for the financial year 2020/21. Please cross check the paper record with your electronic diary (appointment) record.</b></p> <p><b>NHSE issued guidance on 28 March 2020 - releasing the capacity and reducing the burden in light of Covid-19, which resulted in a revision to our Board and Cttee programme during April, May and June. Normal business has resumed from July.</b></p>	Information and diary management

## Forward Planner April 2020

## 0 - March 2021 (as at 5 June 2020 to reflect Covid-19 impact and deferrals)

Blue text to be reported in Blue Box

Board Meeting Date	21 May 2020	30 July 2020	24 Sept 2020	26 Nov 2020	28 Jan 2021	25 March 2021
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 Work plans for BoD approval -					
Audit Cttee Annual Report (assurance of Cttees reported to March Audit Cttee)	Audit Cttee AR					
<b>Audit Cttee</b>	7 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>	9 April mins	2 July mins		1 Oct mins		4 Feb mins
<b>DIT Cttee</b>		5 June mins 3 July	21 Aug mins (to move)	13 Nov mins		26 Feb mins
<b>Workforce Cttee</b>	30 April mins 13 May	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>	12 May mins	23 June 2020	11 Aug mins	10 Nov mins		16 Feb mins
<b>Rem Cttee</b> (Plus Extra Ordinary mtgs)		21 May	30 July		26 Nov	
<b>WYAAT CiC - Updates</b> - work programme/projects - approvals - CiC (agenda & mins), Directors report	Directors Report  Draft mins - 28 April	Directors Report	Directors Report  Draft mins - 28 July	Directors Report  Draft mins 27 Oct	Directors Report	Directors Report  Draft mins 26 Jan
<b>Health &amp; Wellbeing B:B meetings</b>	Draft mins - 11 March	Draft mins/verbal 9 July			Draft mins - 17 Nov	Draft mins - 9 March
<b>QUALITY</b>						
Patient Story (LG)	Staff presentation	presentation	presentation	presentation	presentation	presentation
PPI (LG)		Annual Update				
Complaints (LG)		Yearend Report			Six month - IQPR	
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						
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>	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
Well Led Framework - 25 - 27 Sept 2018						
Same Sex accommodation (LG)	Annual declaration (LG)					
Environment external assessments (CR)						PLACE (CR)
Ward Healthchecks (LG)	Update report	Update report	Update report	Update report	Update report	Update report

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(inc Hard Truths info) Update international recruitment -Investment						
HCAI (LG) Reported to QAC Blue Box BoD				Annual Report (Blue Box)		
Mortality (PW) To escalate to BoD changes to SHMI & HSMR- as required	As required	As required	As required	As required	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 Q4 Report	Ref in QAC Chairs report		Ref in QAC Chairs report Q1 Report		Ref in QAC Chairs report Q2 Report
Leeds Improvement Method Update (PW&HG)	Move to timeout - YO					
Seven Day Service Board Assurance (PW) Report to QAC Blue Box BoD		X2 per yr (assurance to QAC) report & blue box Deferred due to Covid	X2 per yr (assurance to QAC) report & blue box		X2 per yr (assurance to QAC) report & blue box	
<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	IQPR (Forecast Yearend) Fundamental £ review	IQPR  Five Year £ Plan	IQPR  Report plan 2021/22 Five Year £ Plan	IQPR  Fundamental £ review
Contract /Activity – commissioners (CS)						Sign off by BoD
NHS I Planning Guidance (JG)					Draft	Sign off by BoD
Winter Plan (CS) to Include Update from Discharge Collaborative		Update Recovery ??	Approve plan for 2020/21			
<b>WORKFORCE</b>						
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 CE report
Nurse Staffing Overview (LG)  Investment & Updates Regular updates Workforce Cttee -deep dives	Report	Report Annual Report ??	Report	Report	Report	Report
Freedom to Speak Up (JH & Guardian)	Annual Report & Presentation	Self-Assessment to workforce cttee July then Board		Update report		
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						

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Gender Pay Gap (Nat. publication 31 March) Move to Workforce Cttee						March Wfc Cttee
Violence against staff Annual Report (CR)						March Wfc Cttee
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)	Approve New strategy Deferred due to Covid Needs new date				Annual Report	
<b>STRATEGY UPDATES</b>						
Corporate Objectives (JH)						As defined for new £ year, app to CE report
Annual Plan -2020/21 (JG) Annual Plan 2021/22 (JG)	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR Approve Annual Plan for 2021/22	Progress in IQPR
International & Commercial Strategy (SW, JG)		Refreshed strategy		Refreshed strategy		
Stakeholder Management Strategy (SW, JG)			For approval – then annual update			
Estates Strategy (CR) Annual Sustainability Report (to F&P May)						Estates Strategy Annual Update
Building the Leeds Way (SW&MB) Assurance via BDC Thresholds for approvals, or submissions to DHSC , and updates	As required  LGI site development strategy (draft for discussion)	As required  LGI site development strategy (approval) Timeout 25 June	As required	As required	As required	As required
Wharfedale Updates (CS)	Update report Deferred needs new date					
R&I Strategy (PW &JA) Approved 26 March 2020						Annual update
Quality Improvement Strategy 2020-25 (PW) New Strategy to flow from QAC to BoD	Approve new strategy Deferred needs new date					Annual update
Public Health Strategy (PW)					Annual update	

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Out Patients (CS, PW)			Update			
Communication Strategy - (JW) Update @June 2018 timeout		Update	Update			
Genetic Lab Reconfiguration (PW) (BoD and F&P) report each month	Update, and Tbc frequency info action by NHSE	Update	Update	Update	Update	Update
<b>GOVERNANCE, RISK &amp; REGULATORY</b>						
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 31 May 2020 - 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	BAF reviewed T/O- Mid March CRR Report
Yearend Process Annual Report -Annual Governance Statement (JH&JB) Annual Accounts Quality Account (includes annual report on Guardians of Safe Working for Drs - PW- with Q reports to RET) – Quality Account assurance by Ext Audit Audit Letter (External Audit - SW)	Sign off by BoD BoD sign off AGS (JB) Sign off by BoD <del>Sign off by BoD</del> Presentation/report to Board approval Now 25 June	Receive by BoD Receive by BoD		Draft Mins of AGM to report to BoD workshop  Deferred submission now Dec		
Appointment of External Auditors (SW)		To be reported to Board from Auditor Panel Roll over for 1 year				
Update on implementation of the MOU with Leeds Cares (??)  States Q reporting on funding applications		Report to workshop Review annually Summary in Chairs report		Report to B:B mtg 12 Dec		
Emergency Preparedness (CS) Annual report 2019/20 (in full QA) Resilience & Response Core Standards 2020/21			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					

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Administration (JB)	Code of Conduct and Nolan Principles (JB)	BoD Insurance (JB) Declarations				Review Standing Orders (JB), SFIs and Scheme of Delegation (SW) Duty of candour – update on Fit and Proper Person test (JB) - Update
External review of BoD Gov - every 3 yrs Deloittes report received at BoD Nov 2014  Currently LG,CB & JB exploring companies to carryout external review – tbc	LP/JH - Need to commission and agree timescales to report back					
Well Lead – CQC (Self-assessment, External review, every 3 yrs – carried out Aug 2018)						
<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**

25 June 2020	15/16 October 2020	21 Jan 2021	18 March 2022
AM ½ day Board session with the Lead Clinicians  PM – Fundamental £ review	<u>15 Oct</u> CSUs Attendance by Internal Audit  <u>16 Oct</u>	Chairs meeting Meeting with Charity	Review of BAF

		2020 APRIL	2020 MAY	2020 JUNE	2020 JULY	2020 AUGUST	2020 SEPTEMBER	2020 OCTOBER	2020 NOVEMBER	2020 DECEMBER	2021 JANUARY	2021 FEBRUARY	2021 MARCH		
W E E K  1	AM	Thursday 2nd		Thursday 4th	Thursday 2nd		Thursday 3rd	Thursday 1st		Thursday 3rd		Thursday 4th	Thursday 4th	W E E K  1	AM
	PM	Risk Management Committee (RMC) (PM)		Risk Management Committee (RMC) (PM)	Risk Management Committee (RMC) (PM)		Risk Management Committee (RMC) (PM)	Risk Management Committee (RMC) (PM)		Risk Management Committee (RMC) (PM)		Risk Management Committee (RMC) (PM)	Risk Management Committee (RMC) (PM)	W E E K  1	PM
	AM			Friday 5th	Friday 3rd July									W E E K  1	AM
	PM			Digital & Information Technology (DIT) Committee (AM)	DIT Committee									W E E K  1	PM
W E E K  2	AM	Monday 6th	Thursday 7th	Tuesday 9th	Tuesday 7th	Thursday 6th	Wednesday 9th	Thursday 8th	Thursday 5th	Thursday 10th	Thursday 7th	Thursday 11th	Thursday 11th	W E E K  2	AM
	PM	Extra-Ordinary Board Meeting	Risk Management Committee (RMC) (PM)		Research & Innovation Committee - (RMC)	Risk Management Committee (RMC) (PM)	Workforce Committee	Quality Management Group (QMG) (AM)	Workforce Committee	Risk Management Committee (RMC) (PM)	Workforce Committee	Risk Management Committee (RMC) (PM)	Workforce Committee	W E E K  2	PM
	AM	Thursday 9th		Thursday 11th	Thursday 9th		Thursday 10th	Friday 9th						W E E K  2	AM
	PM	Quality Assurance Committee (QAC) (AM)		Quality Management Group (QMG) (AM)	Quality Management Group (QMG) (AM)		Quality Management Group (QMG) (AM)	Digital & Information Technology (DIT) Committee (AM)						W E E K  2	PM
W E E K  3	AM	Thursday 16th	Tuesday 12th	Thursday 18th	Thursday 16th	Tuesday 11th	Thursday 17th	Thursday 15th	Tuesday 10th	Wednesday 16th	Thursday 14th	Tuesday 16th	Wednesday 17th	W E E K  3	AM
	PM	Quality Management Group (QMG) (AM)	Research & Innovation Committee	Building and Development Committee	Workforce Committee		Workforce Committee	Trust Board Timeout (Full Day)	Research & Innovation Committee	Finance & performance Committee (AM)	Quality Management Group (QMG) (AM)		Building and Development Committee	W E E K  3	PM
	AM	Building and Development Committee	Wednesday 13th Workforce Committee		Building and Development Committee	Research & Innovation Committee	Building and Development Committee		Thursday 12th	Building and Development Committee	Building and Development Committee	Research & Innovation Committee		W E E K  3	AM
	PM		Thursday 14th			Thursday 13th		Friday 16th	Quality Management Group (QMG) (AM)			Thursday 18th	Thursday 18th	W E E K  3	PM
W E E K  4	AM	Monday 20th	Wednesday 20th	Wednesday 24th	Wednesday 22nd July	Friday 21st	Wednesday 23rd	Thursday 22nd	Thursday 19th		Tuesday 19 January	Wednesday 24th	Wednesday 24th	W E E K  4	AM
	PM	Extra-Ordinary Board Meeting	Finance & performance Committee (AM)	Finance & performance Committee (AM)	Workforce Committee	Digital & Information Technology (DIT) Committee (AM)	Finance & performance Committee (AM)	Building and Development Committee	Building and Development Committee		Workforce Committee	Finance & performance Committee (AM)	Finance & performance Committee (AM)	W E E K  4	PM
	AM		Thursday 21st REM COMM	Thursday 25th				Thursday 24th			Thursday 21st	Friday 26th	Thursday 25th	W E E K  4	AM
	PM		Trust Board (10am - 12.30pm)	Board Timeout with Lead Clinicians (AM)				Trust Board			Trust Board Timeout (Full Day)	Digital & Information Technology (DIT) Committee (AM)	Trust Board	W E E K  4	PM
W E E K  5	AM	Wednesday 29			Wednesday 29th	Wednesday 26th		Wednesday 28th	Wednesday 25th		Wednesday 27th			W E E K  5	AM
	PM	Finance & performance Committee (AM)			Finance & performance Committee (AM)	Finance & performance Committee (AM)		Finance & performance Committee (AM)	Finance & performance Committee (AM)		Finance & performance Committee (AM)			W E E K  5	PM
	AM	Trust Board (10am - 12.30pm)			Committee Chairs Meeting (PM)									W E E K  5	AM
	PM	Thursday 30th			Thursday 30th				Thursday 26th		Thursday 28th			W E E K  5	PM

Version 9 - Updated 8 June 2020 (to reflect additional Rem Comm in March 21) and 22 June 2020 (DIT moved from aug to Sep)

		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 2nd November	Thursday 2nd December		Tuesday 1st February	Thursday 3rd March		
WEEK 1	AM									Audit Committee - DATE TBC when HMFA Conference dates confirmed			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 - DATE TBC when HMFA Conference dates confirmed		Research & Innovation (R&I) Committee	Risk Management Committee	WEEK 1	PM
	AM								Thursday 4th November	Thursday 9th December		Thursday 3rd February		WEEK 1	AM
	PM								Risk Management Committee	Risk Management Committee - DATE TBC when HMFA Conference dates confirmed		Risk Management Committee		WEEK 1	PM
		Thursday 8th April	Tuesday 4th May		Thursday 8th July	Tuesday 3rd August	Thursday 9 September	Thursday 7th October	Thursday 11th November		Thursday 6th January	Thursday 10th February	Thursday 10th March		
WEEK 2	AM	Quality Assurance Committee (QAC)	Workforce Committee		Quality Assurance Committee (QAC)		Audit Committee	Quality Assurance Committee (QAC)	Workforce Committee			Quality Assurance Committee (QAC)	Board Timeout	WEEK 2	AM
	PM		Research & Innovation (R&I) Committee			Research & Innovation (R&I) Committee		Risk Management Committee			Risk Management Committee			WEEK 2	PM
	AM		Thursday 6th May			Thursday 5th August			Friday 12th November			Friday 11th February		WEEK 2	AM
	PM		Audit Committee			Risk Management Committee			Digital and IT (DIT) Committee			Digital and IT (DIT) Committee		WEEK 2	PM
		Thursday 13th May		Thursday 12th August	Wednesday 15th September				Wednesday 15th December	Wednesday 12th January		Wednesday 16th March			
WEEK 3	AM		Quality Management Group (QMG)		Quality Management Group (QMG)	Workforce Committee				Finance & Performance (F&P) Committee	Workforce Committee		Workforce Committee	WEEK 3	AM
	PM		Building and Development Committee (BDC)		Building and Development Committee (BDC)									WEEK 3	PM
	AM	Thursday 15th April	Friday 14th May	Thursday 17th June	Thursday 15th July	Friday 13th August	Thursday 16th September	Thursday 14th October	Thursday 18th November	Thursday 16th December	Thursday 13th January	Thursday 17th February	Thursday 17th March	WEEK 3	AM
	PM	Quality Management Group (QMG)	Digital and IT (DIT) Committee	Quality Management Group (QMG)	Quality Management Group (QMG)	Digital and IT (DIT) Committee	Quality Management Group (QMG)	Quality Management Group (QMG)	Quality Management Group (QMG)	Quality Management Group (QMG)	Board Timeout	Quality Management Group (QMG)	Quality Management Group (QMG)	WEEK 3	PM
		Wednesday 19th May	Wednesday 23rd June					Thursday 21st October	Wednesday 24th November		Thursday 20th January	Wednesday 23rd February			
WEEK 4	AM		Finance & Performance (F&P) Committee					Board Timeout	Finance & Performance (F&P) Committee		Quality Management Group (QMG)	Finance & Performance (F&P) Committee		WEEK 4	AM
	PM		Audit Committee								Building and Development Committee (BDC)			WEEK 4	PM
	AM	Thursday 20th May	Thursday 24th June	Thursday 22nd July	Thursday 19th August		Friday 22nd October	Thursday 25th November				Thursday 24th February		WEEK 4	AM
	PM		Board	Board Timeout (AM with Lead Clinicians)	Building and Development Committee (BDC)			Board Timeout	Board				Building and Development Committee (BDC)		WEEK 4
		Wednesday 28th April		Wednesday 30th June	Wednesday 28th July	Wednesday 25th August	Wednesday 29th September	Wednesday 27th October			Wednesday 26th January		Wednesday 30th March		
WEEK 5	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		Finance & Performance (F&P) Committee	WEEK 5	AM
	PM						AGM							WEEK 5	PM
	AM				Thursday 29th July		Thursday 30th September				Thursday 27th January		Thursday 31st March	WEEK 5	AM
	PM				Board		Board				Board		Board	WEEK 5	PM