Report to:	Trust Board (Public)	**Agenda item:**	7
Date of Meeting:	04 April 2019		

Report Title:	Trust Board Annual Work Plan			
Status:	**Information**	**Discussion**	**Assurance**	**Approval**
	x			x
Prepared by:	Fiona McNeight, Director of Corporate Governance			
Executive Sponsor (presenting):	Fiona McNeight, Director of Corporate Governance			
Appendices (list if applicable):				

Recommendation:
To approve the annual work plan of the public and private Trust Board.

Executive Summary:
As part of a Board assurance mapping exercise, all Board Committee terms of reference and annual work plans have been revised to make the function and responsibilities of the Committee explicit and to address any gaps in provision of assurance to the Trust Board. As part of this exercise the Board work plan has also been revised and updated.

Board Assurance Framework – Strategic Priorities	Select as applicable
Local Services - We will meet the needs of the local population by developing new ways of working which always put patients at the centre of all that we do	☐
Specialist Services - We will provide innovative, high quality specialist care delivering outstanding outcomes for a wider population	☐
Innovation - We will promote new and better ways of working, always looking to achieve excellence and sustainability in how our services are delivered	☐
Care - We will treat our patients, and their families, with care, kindness and compassion and keep them safe from avoidable harm	☐
People - We will make SFT a place to work where staff feel valued and are able to develop as individuals and as teams	☐
Resources - We will make best use of our resources to achieve a financially sustainable future, securing the best outcomes within the available resources	☒

Public Trust Board Workplan 2019

	January 17th	February 7th	March 7th	April 4th	May 23rd	June 6th	July 4th	August 1st	September 5th	October 3rd	November 7th	December 5th	
Agenda Item													
Minutes of previous meeting	x	x	x	x	x	x	x	x	x	x	x	x	
Action log	x	x	x	x	x	x	x	x	x	x	x	x	
Annual Review of Committee Effectiveness Report				x									
Register of Attendance			x			x			x			x	
Chief Executive Report inc STP update	x	x	x	x	x	x	x	x	x	x	x	x	
Chairmans report (verbal)	x	x	x	x	x	x	x	x	x	x	x	x	
Patient/Staff Story		x		x		x		x		x		x	
BAF & CRR		x		x		x		x		x		x	
IPR	x	x	x	x	x	x	x	x	x	x	x	x	
Committee Escalation Reports		x		x		x		x		x		x	
CQC Report			x										
Register of Seals				x				x				x	
Learning from Deaths Report				x		x				x		x	
Customer Care Report		x		x				x		x			
Capital Development Report		x				x				x			
DIPC Report						x						x	
Skill Mix Review								x				x	
Guardian of Safe Working Report						x							
Medical Revalidation and Appraisal Annual Report								x					
Annual Reports													
Annual Report and Accounts 2018/19					x								
Annual Declaration for Provider Licence FT4				x									
PLACE		x											Think we can remove this. I Richardson said hasn't been to Board. Taken to TMC in Nov 18.
Annual statement on major incident preparedness				x									
Integrated Governance Framework				x									
Accountability Framework				x									
National Staff Survey Results				x									
National Staff Survey Progress Update												x	
Operating Plan 2019/20			x										
Voluntary Services Annual Report						x							
Equality and Diversity Annual Report						x							
Risk Management Strategy										x			
Risk Management Annual Report										x			
Clinical Governance Annual Report										x			
Annual Quality Governance Report										x			
NHSI Quality Governance Framework Self-Assessment										x			
Auditor Management Letter for 2018/19										x			
Health & Safety Annual Report								x					
Board Food Tasting										x			
Capital Development Report		x				x							
Capital Programme												x	
SFIs		x											
National In-Patient Survey													
Children and Young People Survey		x											
Maternity National Survey													
Trust Strategy progress update													
EPRR Annual Report 2019												x	
EPRR Compliance Statement												x	
CQUIN													
GDPR													
Freedom to Speak Up Gaurdian				x									
As required													
Internal Audit Reports													
Business Cases													
Minutes for noting													
Council of Governors Public Meeting			x			x		x				x	

Private Trust Board Workplan 2019

	January 17th	February 7th	March 7th	April 4th	May 23rd	June 6th	July 4th	August 1st	September 5th	October 3rd	November 7th	December 5th
Agenda Item												
Minutes of previous meeting	x	x	x	x	x	x	x	x	x	x	x	x
Action log	x	x	x	x	x	x	x	x	x	x	x	x
Register of Attendance			x			x			x			x
Chairmans report (verbal)	x	x	x	x	x	x	x	x	x	x	x	x
Clinical Reviews/SII Report		x		x		x		x		x		x
Legal and Litigation Report			x						x			
Draft Annual Accounts					x							
Draft Annual Report					x							
Quality Account					x							
Clinical Excellence Awards											x	
Financial Forecast	x											
Financial Planning 2019/20												
Recovery & Sustainability Plan												
Skill Mix Review												
Campus Project Update												
Pathology Service												
Corporate Governance Statement - Provider Licence Self Certification 2019 (G6, CoS7)					x							
Data Security and Protection Toolkit Self assessment					x							
Case for Change												
As required												
Business Cases												
Trust Strategies												
Minutes for noting												
Council of Governors Private Meeting			x			x		x				x
Audit Committee				x		x		x		x		
CGC		x	x	x		x	x	x		x	x	x
F&P Committee	x	x	x	x	x	x	x	x	x	x	x	
Strategy Committee			x		x	x	x	x		x	x	x
Subsidiary Governance												
Workforce Committee		x		x		x		x		x		x