

## BOARD OF DIRECTORS MEETING (Open)

Date: 13 November 2019

Item Ref:

13

<b>TITLE OF PAPER</b>	Corporate Calendar
<b>TO BE PRESENTED BY</b>	Audley Charles, Interim Director of Corporate Governance (Board Secretary) Phillip Easthope, Interim Deputy Chief Executive/Executive Director of Finance, IMST, Facilities & Performance
<b>ACTION REQUIRED</b>	For approval

<b>OUTCOME</b>	To approve the Corporate Calendar 2020 - 2021
<b>TIMETABLE FOR DECISION</b>	13 November 2019
<b>BAF OBJECTIVE No AND TITLE</b>	Quality & Safety A101 Effective governance, quality assurance and improvement will underpin all we do A101iii Trust governance systems are not sufficiently embedded
<b>LINKS TO OTHER KEY REPORTS / DECISIONS</b>	Corporate Risk Register Board Assurance Framework
<b>LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC</b>	SHSC Constitution SHSC Provider Licence Trust Strategic Framework Single Oversight Framework Regulatory requirements of Care Quality Commission (CQC) Regulatory requirements of NHS Improvement NHS Constitution
<b>IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT</b>	Ensure conditions of the Trust's registration with the CQC are met.
<b>CONSIDERATION OF LEGAL ISSUES</b>	Compliance with Governance requirements of NHS Improvement including Trust Provider Licence.

<b>Author of Report</b>	Margaret Saunders
<b>Designation</b>	Director of Corporate Governance (Board Secretary)
<b>Date of Report</b>	13 November 2019

## SUMMARY REPORT

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**Report to:** Board of Directors

**Date:** 13 November 2019

**Subject:** Corporate Calendar

**From:** Audley Charles, Interim Director of Corporate Governance (Board Secretary)

**Prepared by:** Margaret Saunders, Director of Corporate Governance (Board Secretary)

### 1. Purpose

This paper provides the Board with the Corporate Calendar 2020 – 2021, appendix 1 which has been prepared in consultation with the Board, Committee Chairs and the Executive.

### 2. Summary

Further to the Corporate Calendar Board paper presented in December 2017, the Board has met monthly (with the exception of January, June and August). During this period extra-ordinary Board meetings were required in both June 2018 and 2019 to ensure statutory requirements were fulfilled. The lack of a June Board meeting has also impacted on end of year reporting requirements with the consequent delay to the July Board meeting at the beginning of quarter two of the following financial year.

### 3. Next Steps

It is therefore recommended by EDG to Board that June Board meetings are re-instated from 2020.

### 4. Required Actions

Board is asked to:

- Approve the EDG recommendation to re-instate June Board meetings and
- Approve the Corporate Calendar with effect from 1 January 2020.

### 5. Monitoring Arrangements

Meeting frequency will be monitored throughout the calendar year.

## 6. Contact Details

For further information, please contact:  
Audley Charles,  
Interim Director of Corporate Governance (Board Secretary)

Quarter 4			Quarter 1			Quarter 2			Quarter 3		
January	February	March	April	May	June	July	August	September	October	November	December
					1						
					2 BPG			1 BPG			1 BPG
1 BH			1		3	1		2			2
2			2		4	2		3	1		3
3			3	1	5	3		4	2		4
4			4		6	4		5	3		5
5			5		7	5		6	4		6
6	3	2	6	4	8	6	3	7	5	2	7
7 BPG	4 BPG	3 BPG	7 BPG	5 BPG	9	7 BPG	4 BPG	8	6 BPG	3 BPG	8
8	5	4	8 BOD	6	10 BOD	8 BOD	5	9 BOD	7	4	9 BOD
9	6	5	9 TMG	7	11 TMG	9 TMG	6	10 TMG	8 CoG	5	10 TMG
10	7	6	10 BH	8 BH	12	10	7	11	9	6	11
11	8	7	11		13	11	8	12	10	7	13
12	9	8	12		14	12	9	13	11	8	14
13 BH	10	9	13 BH	11	15	13	10	14	12	9	15
14	11	10	14	12	16 BPG	14 WODC	11	15 BPG	13	10	16 BPG
15	12 BOD	11 BOD	15	13 BOD	17	15	12	16	14 BOD	11 BOD	17
16 TMG	13 TMG	12 TMG	16	14 TMG	18	16	13 TMG	17	15 TMG	12 WODC	17 CoG
17	14	13	17	15	19	17	14	18	16	13	19
18	15	14	18		20	18	15	19	17	14	20
19	16	15	19		21	19	16	20	18	15	21
20	17	16	20	18	22 QAC	20	17	21	19 QAC	16	22
21 BPG ARC	18 BPG	17 BPG	21 BPG ARC	19 BPG	23	21 BPG ARC	18 BPG	22	20 BPG ARC	17 BPG	23
22	19	18	22	20	24	22	19	23	21	18	24
23	20	19	23	21	25	23 CoG	20	24	22	19	25
24	21	20	24	22	26	24	21	25	23	20	26 BH
25	22	21	25	23	27	25	22	26	24	21	27 BH
26	23	22	26	24	28	26	23	27	25	22	28 BH (sub)
27 FPC QAC	24 QAC	23	27 FPC QAC	25 BH	29 FPC	27 FPC QAC	24	28 QAC	26 FPC	23 QAC	29
28	25	24	28 WODC	26 QAC	30	28	25	29	27	24	30
29	26	25	29	27		29	26	30	28	25	31
30 WODC	27 CoG	26	30 CoG	28 ARC		30	27		29	26	31
31	28	27		29		31	28		30	27	
	29	28		30			29		31	28	
	30	29		31			30			31	
	31						31 BH				
		30 FPC QAC								30	
		31									

Board of Directors (BOD)  
2nd Wednesday of the month  
Note: Development 1st/June/August

**BOD** **BOD Dev**

Audit & Risk Committee (ARC)

**ARC**

Finance & Performance Committee (FPC) - wef Nov 2019

**FPC**

Quality Assurance Committee (QAC)

**QAC**

Workforce & Organisation Development Committee (WODC)

**WODC**

EDG Thursday AM

Trust Management Group (TMG)  
Thursday after Board of Directors

**TMG**

Council of Governors

**CoG**

Business Planning Group

**BPG**