

25 February 2021
Item No 11

Council of Governors:

Summary Sheet

Title of Paper: Meeting Dates for 2021/22

Presented By: Mike Potts, Chair

Action Required:	For Information	<input checked="" type="checkbox"/>	For Ratification	<input type="checkbox"/>	For a decision	<input checked="" type="checkbox"/>
	For Feedback	<input type="checkbox"/>	Vote required	<input type="checkbox"/>	For Receipt	<input type="checkbox"/>

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	<input type="checkbox"/>
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	<input type="checkbox"/>
Determining the remuneration of the Chair and non-executive directors	<input type="checkbox"/>
Appointing or removing the Trust's auditor	<input type="checkbox"/>
Approving or not the appointment of the Trust's chief executive	<input type="checkbox"/>
Receiving the annual report and accounts and Auditor's report	<input type="checkbox"/>
Representing the interests of members and the public	<input checked="" type="checkbox"/>
Approving or not increases to non-NHS income of more than 5% of total income	<input type="checkbox"/>
Approving or not significant transactions including acquisitions, mergers, separations and dissolutions	<input type="checkbox"/>
Jointly approving changes to the Trust's constitution with the Board	<input type="checkbox"/>
Expressing a view on the Trust's operational (forward) plans	<input type="checkbox"/>
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	<input type="checkbox"/>
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution	<input type="checkbox"/>
Monitoring the Trust's performance against its targets and strategic aims	<input type="checkbox"/>

How does this item support the functioning of the Council of Governors?

Ensuring meetings are suitable to enable formal engagement at CoG meetings

Author of Report:	David Walsh
Designation:	Director of Corporate Governance
Date:	12 February 2021

Council of Governors

Date: 25 February 2021

Subject: Meeting Dates for 2021/22

From: Chair

Authors: David Walsh

1. Purpose

<i>For approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information/assurance</i>	<i>Other (Please state below)</i>
X				X	

2. Summary

Significant changes have been proposed to the Board of Directors' programme of meetings, including Board and its committees, with effect from 1 April 2021. This will be proposed for formal adoption at the Board meeting on 10 March 2021, but as there is likely to be an impact of dates affecting Council of Governors (CoG) it is presented firstly to advise on the changes for Board and secondly to seek support for those affecting the CoG.

Premise

How the Board receives information on quality and performance matters has been significantly changed during the year. This commenced with the development of an Integrated Performance and Quality Report, and has been developed to include the re-sequencing of meetings to enable the necessary input at different levels of governance prior to reports being considered by Board.

These changes respond to the need for greater "floor to Board" reporting and will provide a governance framework that will allow that to happen.

Board and Committee impact

The impact on meetings is as follows from 1 April 2021:

- The cycle of Board Committee meetings will commence on the **second Tuesday of every month**, with all committee meetings taking place on the Tuesday, Wednesday and Thursday of that week;
- People Committee will take place on the **Tuesday (every other month)** with Quality Assurance Committee taking place on the **Wednesday** and Finance and Performance Committee on the **Thursday (both monthly)**;
- Audit and Risk Committee takes place five times per year, on the **Tuesday following the committee meetings**;
- Board will take place on the **Wednesday, two weeks after** the committee meeting week.
- All of the above will be shifted a week earlier for December to avoid Christmas.

This organised and consistent cycle of business adds a structure to the current arrangement which will ensure the movement of business to deliver the “floor to Board” reporting which was not evident when the CQC inspected the Trust.

Impact on CoG meetings

Dates have been proposed which will enable CoG meetings to fit with this schedule, ensuring they take place away from other busy periods so they can be given appropriate attention and resource, and also timed appropriately.

It is proposed that the CoG meetings take place as follows:

- Monday 19/Friday 23 April
- Tuesday 15 June
- Tuesday 17 August
- Wednesday 6 October
- Tuesday 14 December
- Tuesday 16 February

3. Next Steps

If agreed, the dates of CoG meetings will take place as above.

4. Required Actions

For information in relation to Board and Committees, for agreement in relation to CoG meetings.

5. Monitoring Arrangements

Meetings can be rearranged as required if unforeseen issues arise through the year.

6. Contact Details

For further information, please contact:

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