Agenda item: 5

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Governors' Council Forward Planning

Regular Agenda Items

Item	Responsible Officer / Governor
Sub-Committee and Task & Finish groups reports / minutes – as appropriate	Trust Secretary / FT Membership Officer / Committee Chairs
Receive Performance Information (Performance Data pack and exception report updates)	Relevant Committee Chair / Support Executive
Declaration / Register of Interests	Trust Secretary / FT Membership Officer
Membership review	Membership & Comms Chair / FT Membership Officer

Annual Business Cycle overleaf….

Governors' Council – Annual business cycle and forward list

Task	Freq	5 Apl 16	2 Jun 16	20 Jul AMM 16	4 Oct 16	6 Dec 16	7 Feb 17	4 Apl 17	6 Jun 17	4 Jul AMM 17	3 Oct 17	28 Nov 17	30 Jan 18	27 Mar 18	29 May 18	12 Jul AMM	31 July 18	25 Sep 18	27 Nov 18	29 Jan 19	Feb 19
Annual Members' Meeting	A			✓						✓											
Appoint the Auditor	AR			✓																	
Receive the Annual Report, Accounts & Quality Account	A			✓						✓						✓					
Appraisal of the Chair	AR				✓							✓						✓			
Lead Governor Appointment	AR						✓														
Code of Conduct	AR																✓				
Review ToR of GC Committees	AR																				
~ Patient Experience			✓												✓						
~ Nomination & Remuneration												✓									
~ Membership & Comms			✓												✓						
~ Business Committee		✓													✓						
~ Constitution Working Group													✓								
Review 'Working Together Strategy' & Key Governance Policies	A/2A	✓										✓									
Review Constitution	AR			✓						✓						✓					
Review Membership Strategy & Action Plan	2A												✓								
Review Engagement Policy	AR	✓												✓							