

Agenda item: 5

## Governors' Council Forward Planning

### Regular Agenda Items

| Item   | Responsible Officer / Governor                                |
|--|---|
| Sub-Committee and Task & Finish groups reports / minutes – as appropriate            | Trust Secretary /<br>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<br>Apl<br>16 | 2<br>Jun<br>16 | 20 Jul<br>AMM<br>16 | 4<br>Oct<br>16 | 6<br>Dec<br>16 | 7<br>Feb<br>17 | 4<br>Apl<br>17 | 6<br>Jun<br>17 | 4 Jul<br>AMM<br>17 | 3<br>Oct<br>17 | 28<br>Nov<br>17 | 30<br>Jan<br>18 | 27<br>Mar<br>18 | 29<br>May<br>18 | 31<br>Jul<br>AM<br>M? | 25<br>Sep<br>18 | 27<br>Nov<br>18 | 29<br>Jan<br>19 | Feb<br>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/2<br>A | ✓              |                |                     |                |                |                |                |                |                    |                | ✓               |                 |                 |                 |                       |                 |                 |                 |           |
| Review Constitution  | AR       |                |                | ✓                   |                |                |                |                |                | ✓                  |                |                 |                 |                 |                 | ✓                     |                 |                 |                 |           |
| Review Membership Strategy & Action Plan                     | 2A       |                |                |                     |                |                |                |                |                |                    |                |                 | ✓               |                 |                 |                       |                 |                 |                 |           |
| Review Engagement Policy                                     | AR       | ✓              |                |                     |                |                |                |                |                |                    |                |                 |                 | ✓               |                 |                       |                 |                 |                 |           |