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
STP (Sustainability and transformation partnership) update	Trust Chairman / Trust CEO

Annual Business Cycle overleaf….

Governors' Council – Annual business cycle and forward list

Task	Freq	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	2 Apl 19	30 May 19	AMM Jul 19	31 Jul 19	3 Oct 19	28 Nov 19	6 Feb 20
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	✓20																				✓23
Code of Conduct	AR											✓21										
Review ToR of GC Committees	AR																					
~ Patient Experience										✓20												
~ Nomination & Remuneration							✓20															
~ Membership & Comms										✓20												
~ Business Committee												✓20										
~ Constitution Working Group	AR								✓19							✓20						
Review Constitution	AR				✓18						✓19							✓20				
Review 'Working Together Strategy' & Key Governance Policies	A/2A												✓21									
Review Policy for Engagement	AR															✓22						
Review Membership Strategy & Action Plan	2A							✓20														✓22