



MEETING TITLE Board of Directors		MEETING DATE 31/08/2017	
TITLE of PAPER	For Approval: Board of Directors and its Committees - Planner 2018/19	PAPER REF	4.4
STRATEGIC OBJECTIVE(S)	All		
PURPOSE OF THE PAPER	That the Board of Directors approves the Board and Committee Planner 2018/19		
For Approval	<input checked="" type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD		ACCOUNTABLE DIRECTOR	
DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper): TEG meeting of 26 June 2017 and 31 July 2017; agreement of Chairman.			
PREVIOUSLY AGREED AT:	Committee/Group: Trust Executive Group	Date: 31 July 2017	
RECOMMENDATION(S)	That the Board of Directors approves the Board and Committee Planner 2018/19		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diversity and Inclusion Implications <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)		5: Well led	
NHSI Single Oversight Framework Choose a THEME(s)		6. Leadership & Improvement Capability (Well-Led)	

For Approval: Board and Committee Planner 2018/19

1. PURPOSE

- 1.1 That the Board of Directors approves the Board and Committee Planner 2018/19.

2. BACKGROUND/CONTEXT

- 2.1 The Trust's framework for delivering effective corporate governance and Board assurance requires a complex series and sequencing of the various meetings through which the Board gains assurance, and to ensure timely delivery of the strategic and operating plans (Integrated Business Plan 2014/15-2018/19; Operational Plan 2017/19).

YAS' governance framework has already proven highly effective as reflected by Internal Audit's report to the Board in March 2016. This report followed a review, at the Trust's instigation, which was based on best practice in corporate governance and Board leadership: the *Well-led framework for governance reviews* (Monitor, 2014).

- 2.2 The Trust's governance framework was reviewed and approved by the Board in September 2016. Based on its requirements, the Board and Committee Planner (Appendix A) sets out the proposed schedule of meetings for the financial year 2018/2019 which will facilitate delivery of the appropriate flow of information and assurance to the Board.

The draft proposals have been consulted on with the Trust Chairman and the Trust Executive Group during June/July and include meetings of the:

1. Board of Directors (held in Public and in Private);
2. Annual General Meeting;
3. Audit Committee;
4. Finance & Investment Committee;
5. Quality Committee;
6. Remuneration and Terms of Service Committee;

and the

7. Charitable Funds Committee;
8. YAS Engagement Forum (provisional pending review Q4) 2017/18;
9. Board Development Meetings.

- 2.3 To facilitate the flow of business and assurance to the Board a number of changes to previous year's planning schedules are proposed including:

- i. The AGM and Board meetings to be held on the fourth Thursday of the month, rather than Tuesdays, as before, with the exception of that to approve the Annual Accounts which would be held on the *third* Thursday in May (with provision for the fourth should national planning timescales change);
- ii. Committee meetings taking place on Tuesdays, rather than Thursdays, as before;
- iii. A reduction in Board Development Meetings to five (from eight).

3. PROPOSALS/NEXT STEPS

- 3.1 Following approval, it is proposed to circulate the Board and Committee Planner 2018/2019 internally and to other relevant stakeholders, e.g. external audit, and to publish on the Internet.

4. RISK ASSESSMENT

- 4.1 That the Trust Board fails to gain adequate assurance to fulfil its purpose (*NHS Foundation Trust Code of Governance, 2014*).

5. RECOMMENDATIONS

- 5.1 That the Board of Directors approves the Board and Committee Planner 2018/19.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Board and Committee Planner 2018/19.