



MEETING TITLE Trust Board in Public		MEETING DATE 30/09/2014	
TITLE of PAPER	For Approval: Board and Committee Planner 2015/16	PAPER REF	5.1
STRATEGIC OBJECTIVE	All		
PURPOSE OF THE PAPER	That the Trust Board consider and approve the Board and Committee Planner 2015/16		
For Approval	<input checked="" type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD	Anne Allen, Trust Secretary	ACCOUNTABLE DIRECTOR	Chief Executive
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): Trust Executive Group: 23 July, 6 August, 17 September 2014.			
PREVIOUSLY AGREED AT:	Committee/Group: Trust Executive Group	Date: 17/09/2014	
RECOMMENDATION	That the Trust Board approves the Board and Committee Planner 2015/16		
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 type="checkbox"/>	<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equality and Diversity 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	All
Monitor Quality Governance Framework Choose a DOMAIN	All

For Approval: Board and Committee Planner 2015/16

1. PURPOSE/AIM

- 1.1 That the Trust Board consider and approve the Board and Committee Planner 2015/16 (**attached: Appendix A**).

2. BACKGROUND/CONTEXT

- 2.1 The Trust Board requires the organisation to have systems and processes in place to ensure timely delivery of the strategic and operating plans (Integrated Business Plan 2014/15-2018/19; 2 Year Operating Plan 2014/15-2015/16). These systems and processes include the Board gaining adequate assurance on the management of risks and their mitigating plans.
- 2.2 The Board and Committee Planner 2015/16 incorporate meeting dates of the Trust Board and Level 2 committees for the financial year commencing April 2015. The phasing of meetings is designed to facilitate the required flow of information between (Level 2) Committees and the Board including:
1. Audit Committee
 2. Finance & Investment Committee
 3. Quality Committee
 4. Remuneration and Terms of Service Committee
- 2.3 The Planner also incorporates meeting dates of the Charitable Funds Committee so that the Board, in its role as trustee of the charitable funds held by YAS, receives timely assurances in this regard.
- 2.4 The Trust Executive Group: 23 July, 6 August, 17 September 2014 considered the detail of these proposals and how they align with the other management structures of the Trust below Board and Committee level.

3. PROPOSALS/NEXT STEPS

- 3.1 Following approval, it is proposed to circulate the Board and Committee Planner 2015/16 internally and to other relevant stakeholders, e.g. external and internal audit, and to publish on the Internet.

4. RISK ASSESSMENT

- 4.1 That the Trust Board fails to gain adequate assurance of delivery of the strategic and operating plans including the management of risks and their mitigating plans.

5. RECOMMENDATIONS

That the Trust Board approves the Board and Committee Planner 2015/16.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Board and Committee Planner 2015/16