



MEETING TITLE Trust Board		MEETING DATE 29/03/2016	
TITLE of PAPER	For Approval: Trust Board and Committee Planner (V.2) 2016/2017	PAPER REF	6.2
STRATEGIC OBJECTIVE	All		
PURPOSE OF THE PAPER	That the Trust Board consider and approve the Board and Committee Planner (V.2) 2016/17		
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	Rod Barnes, 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): Board and Committee Planner (V.1) 2016/2017 approved by Trust Board, 28 July 2015; subsequently proposed to be updated by TEG, 16 March 2016 (please see 2.3 of attached report).			
PREVIOUSLY AGREED AT:	Committee/Group: Trust Executive Group	Date: 16/03/2016	
RECOMMENDATION	That the Trust Board approves the Board and Committee Planner (V.2) 2016/2017		
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 checked="" type="checkbox"/>	<input type="checkbox"/>

Equality and Diversity Implications If 'Yes' – please attach to the back of this paper		<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: Trust Board and Committee Planner (V.2) 2016/2017

1. PURPOSE/AIM

- 1.1 That the Trust Board consider and approve the Board and Committee Planner (V.2) 2016/2017 (**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; Operating Plan 2016/17). These systems and processes include that the Board gains adequate assurance on the management of risks and their mitigating plans, which is one of the key functions of the Audit Committee, supported by reports from the Quality and Finance & Investment Committees.

- 2.2 The Trust Board and Committee Planner 2016/2017 incorporates meeting dates of the Board and its Level 2 Committees, for the financial year commencing April 2016. The phasing of meetings is designed to facilitate the required flow of information between Committees and the Board including:

1. Trust Board in Public
2. Trust Board in Private
3. Audit Committee
4. Finance & Investment Committee
5. Quality Committee
6. Remuneration and Terms of Service Committee

and

7. Charitable Funds Committee
8. YAS Forum
9. Board Development Meetings.

- 2.3 The previously agreed Planner (V.1, July 2015) was subsequently proposed by TEG, 16 March 2016 to be updated as follows:

- re-phase the timing of Committee meetings in March 2017, from the 2nd of the month to the 9th to facilitate improved flow of information between Board and Committees;
- Charitable Funds Committee meetings move to the same day as YAS Forum with the aim to improve their effectiveness

through increased agenda time to deal with the range/number of work plan requirements;

- Chairman and Non-Executive Director meetings to be held on the same day, and with the same frequency, as Audit Committee which all Non-Executive Directors, with the exception of the Chairman, already attend.

3. PROPOSALS/NEXT STEPS

- 3.1 Following approval, it is proposed to circulate the Board and Committee Planner (V.2) 2016/2017 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

- 5.1 That the Trust Board approves the Board and Committee Planner (V.2) 2016/2017.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Board and Committee Planner (V.2) 2016/2017.