



MEETING TITLE		MEETING DATE	
Trust Board		28/07/2015	
TITLE of PAPER	For Approval: Trust Board and Committee Planner 2016/2017	PAPER REF	6.3
STRATEGIC OBJECTIVE	All		
PURPOSE OF THE PAPER	That the Trust Board consider and approve the Board and Committee Planner 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): Trust Executive Group: 29 April 2015; Circulated to Chairman and Non-Executive Directors for comments: 8 May 2015; Comments incorporated; Trust Executive Group: 10 June 2015; recommended to Trust Board.			
PREVIOUSLY AGREED AT:	Committee/Group: Trust Executive Group	Date: 10/06/2015	
RECOMMENDATION	That the Trust Board approves the Board and Committee Planner 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 2015/16

1. PURPOSE/AIM

- 1.1 That the Trust Board consider and approve the Board and Committee Planner 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 2015/16). These systems and processes include the Board gaining adequate assurance on the management of risks and their mitigating plans which is one of the key functions of the Audit, 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

- 2.4 The draft proposals have been consulted on with all Board Members. Specifically, the Trust Executive Group (29 April 2015 & 10 June 2015) considered how the Plan aligns with the Trust's assurance framework and the management structure and processes below Board and Committee level which feed into those assurances.

Proposals were circulated to Chairman and Non-Executive Directors for comments (8 May 2015 and subsequently incorporated in an updated version received by the Executive at their second meeting (in June).

3. PROPOSALS/NEXT STEPS

- 3.1 Following approval, it is proposed to circulate the Board and Committee Planner 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

That the Trust Board approves the Board and Committee Planner 2016/2017.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Board and Committee Planner 2016/2017.