

**Council of Governors Work programme
2023-2024**

Updated 5 June 2023

- Development sessions are captured separately on the Governor Calendar
- Given the broad ways in which Governors are able to engage between formal meetings of the Governors outlined on the calendar, for example with additional sessions in place around Quality, Finances and Engagement consideration is being given the number of formal meetings required across the year and views on this from colleagues would be welcome.
- Generally speaking Councils of Governors will meet formally 4 – 5 times across the financial year including the Annual Members Meeting which Governors are encouraged to attend.
- *To note:* external audit tender dates to be added following the worked-up timeline which will be available for the June 2023 Audit & Risk Committee. Working group times (2 NEDs and 2 governors) to be plotted into the work plan.
- Action from May Board of Directors – Performance Review Framework presentation (Phillip Easthope) -October 2023

COUNCIL OF GOVERNORS WORKPLAN 2023 – 24	
4 April 2023 extraordinary COG – confidential	
STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> 	
<ul style="list-style-type: none"> • CEO recruitment • NED re-appointment • Approval of Deputy Chair role 	
COUNCIL OF GOVERNORS WORKPLAN 2023 – 24 – new financial year 19 APRIL 2023 (Q1) – split session: CoG meeting in public and workshop in private	
STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chair Report</i> • <i>Board Update Report (deferred to June 2022)</i> 	<ul style="list-style-type: none"> • <i>Council of Governors forward plan</i> • <i>Council of Governors Calendar of Events</i>

<ul style="list-style-type: none"> • <i>Feedback from Governors from constituencies and any key meetings attended</i> • <i>Governance Report</i> 	
ADDITIONAL ITEMS	
<ul style="list-style-type: none"> • Governor Elections – proposal and timeline for 2023 elections • Staff Survey results • Council of Governors review of Effectiveness feedback on actions (deferred to June 2022) • NRC report – CEO recruitment update (received at EO CoG), update on Board recruitment, re-appointment of Non-Executive Director and Deputy Chair role, Chair and NED appraisal process update (all items apart from Chair and NED appraisal deferred to June 2023) • Annual Operational Plan and Priorities (Q&A session was held for governors on 27/04/2023) 	<ul style="list-style-type: none"> • Mental Health Legislation Chair of committee presentation <p>Workshop</p> <ul style="list-style-type: none"> • Financial Plan 2023-2024 • Proposed changes to the Constitution <p>Confidential</p> <ul style="list-style-type: none"> • Minutes from 13 December, 1 February, and 4 April for the confidential session (deferred to June 2022)
COUNCIL OF GOVERNORS WORKPLAN 2023 – 24 22 JUNE 2023 ('Q2') - Hybrid meeting (MS teams and Sharman Room (0.1) Ground Floor Centre Court	
STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chair report</i> • <i>Board Update Report (mention Operational Plan)</i> • <i>Feedback from Governors from constituencies and any key meetings attended</i> • <i>Governance Report</i> 	<ul style="list-style-type: none"> • <i>Council of Governors forward plan</i> • <i>Council of Governors Calendar of Events</i>
ADDITIONAL ITEMS	
<ul style="list-style-type: none"> • NRC report: Chair appraisal outcome; constitution review -proposed changes for approval; NRC ToRs • Governance report including: <ul style="list-style-type: none"> - Annual Members meeting update - Receipt of corporate governance statement and provider compliance statements 	<ul style="list-style-type: none"> • Audit and Risk Committee Chair of committee presentation (Anne Dray) • CoG review of Effectiveness (deferred from April) • Mental Health Legislation Committee Chair of committee presentation deferred from April and moved to October • NRC Chair of committee presentation (Sharon Mays) <p><u>Confidential</u></p>

<ul style="list-style-type: none"> - Deputy Lead Governor role appointment (end of current term of office July 2023, outcome to be announced early August) - Declarations of Interest and FPP on CoG -PLACE assessments happening in September • Clinical and Social Care Strategy Programme – Chin McGuire, Programme Manager and Linda Wilkinson, Clinical Director SY MHLDA Provider Collaborative • Quality Account (final) 	<ul style="list-style-type: none"> • Annual Report and Accounts 2022-23 and Auditors Report (Rashpal Khangura, KPMG) • Minutes from 13 December, 1 February, and 4 April for the confidential session
COUNCIL OF GOVERNORS WORKPLAN 2023 – 24 19 SEPTEMBER 2023 (Q3) – ANNUAL MEMBER MEETING	
STANDING ITEMS Annual Members Meeting 19th September, 1pm to 5pm	
<ul style="list-style-type: none"> • <i>Welcome</i> • <i>Receipt of Final Annual Report and Accounts</i> 	
ADDITIONAL ITEMS	
<ul style="list-style-type: none"> • Keynote presentation • Staff showcase/ stalls • Council of Governors stall • Entertainment • Refreshments 	<ul style="list-style-type: none"> • Approval of the updated constitution • Confirmed appointment of new governors following elections 2023.
COUNCIL OF GOVERNORS WORKPLAN 2023 – 24 18 OCTOBER 2023 (Q3)	
STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chair Report</i> • <i>Board Update Report</i> • <i>Feedback from Governors from constituencies and any key meetings attended (PLACE visits)</i> • <i>Governance Report</i> 	<ul style="list-style-type: none"> • <i>Council of Governors forward plan</i> • <i>Council of Governors Calendar of Events</i>
ADDITIONAL ITEMS	
<ul style="list-style-type: none"> • NRC Report: NED appraisals outcome 	<ul style="list-style-type: none"> • Mental Health Legislation Committee Presentation (Olayinka Monisola Fadahunsi-Oluwole) – moved from April 2023

<ul style="list-style-type: none"> • Governance Report: Output from engagement session with Charis (From Charis to approve), Elections update, roles and responsibilities of governors and engagement(annual reminder following Charis session) • Performance Development Review Framework (Phillip Easthope, Director of Finance) 	<ul style="list-style-type: none"> • HAST presentation (deferred from July session due to NHS75) <p>Confidential Minutes from the confidential meeting held on 22 June 2023.</p>
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**COUNCIL OF GOVERNORS WORKPLAN 2023 – 24
19 DECEMBER 2023 (Q3) meeting and celebration**

STANDING ITEMS

<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chair Report</i> • <i>Board Update Report</i> • <i>Feedback from Governors from constituencies and any key meetings attended</i> • <i>Governance Report</i> 	<ul style="list-style-type: none"> • <i>Council of Governors forward plan</i> • <i>Council of Governors Calendar of Events</i>
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ADDITIONAL ITEMS

<ul style="list-style-type: none"> • Review of Effectiveness forms to be circulated ready for receipt at CoG in Feb (feedback will be reported in the governance report to CoG in Apri) • External auditors tender update 	<ul style="list-style-type: none"> • Quality Assurance Committee Chair of committee presentation
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**COUNCIL OF GOVERNORS WORKPLAN 2023 – 24
22nd FEBRUARY 2024 (Q4)**

STANDING ITEMS

<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chair Report</i> • <i>Board Update Report</i> • <i>Feedback from Governors from constituencies and any key meetings attended</i> • <i>Governance Report</i> 	<ul style="list-style-type: none"> • <i>Council of Governors forward plan</i> • <i>Council of Governors Calendar of Events</i>
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ADDITIONAL ITEMS

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| <ul style="list-style-type: none">• Membership Engagement Strategy for approval• Quality Report – Quality Objectives• Nominations and Remuneration Committee Report: NRC Annual review of effectiveness update; update on succession planning for NED roles for 2024/2025.• Governance Report to include Council of Governors Review of Effectiveness update/feedback; progress against actions identified in 2022-23 review of effectiveness; any proposed CoG composition from changes to Constitution to support/ inform planning for governor elections | <ul style="list-style-type: none">• People Committee Chair of committee presentation (Heather Smith/ Mark Dundon) |
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