

**Council of Governors Work programme
2024-2025**

Updated 6 February 2024

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 to 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.
- Annual Operational Plan and Priorities will be received at CoG in April - a refreshed list of priorities, following receipt of national policy and guidance will be brought back to the Council of Governors, so propose mid-year review to CoG in October as will not be a December meeting.
- QAC Chair of Committee presentation has been moved to October (as there is no December meeting)
- Salli and Tania have confirmed the next review of quality objectives will be in 2027, time for consultation will need to be factored into the work programme that year.
- A session in interpreting SPC charts will be organised for interested governors as a development workshop – led by Performance and Analytics Manager with support from the Executive lead - timing confirmed for July 2024.
- A dedicated session to outline to governors work taking place on recruitment and health and wellbeing led by the Chair of People Committee with support from the Executive Lead, an linking in with the staff governors and the health and Wellbeing NED Champion –timing confirmed for July 2024.
- A session to provide governors with an update on the financial situation, led by the Chair of Finance and Performance Committee and the Executive Director of Finance - confirming timings to be confirmed with Chair of Finance and Performance Committee and the Executive Lead.
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| COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 | |
| COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 – new financial year 25 APRIL 2024 (Q1) Hybrid meeting <i>(MS teams and Sharman Room (0.1))</i> <i>Ground Floor Centre Court</i> | |
| STANDING ITEMS | |
| <ul style="list-style-type: none"> • <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i> • <i>CEO Report</i> • <i>Chair 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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| <ul style="list-style-type: none"> • <i>Board Update Report</i> • <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 2024 elections • Staff Survey results • Review of effectiveness for 2024 - feedback on actions • NRC report process update – NED recruitment, Chair and NED appraisal process update and approved ToRs • Operational Plan 2024-25 – progress update on delivery of this year’s priorities (requested by Jason Rowland) and a refreshed list of priorities for 2024-25. • PCREF - engagement planning (Melissa Simmonds, Jenny Hall and Salli Midgely) | <p>Finance and Performance Committee Chair of committee presentation (Owen McLellan)</p> |
| COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 20 JUNE 2024 ('Q2') - Hybrid meeting (MS teams and Sharman Room (0.1) Ground Floor Centre Court | |
| STANDING ITEMS | |
| <ul style="list-style-type: none"> • <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i> • <i>CEO Report</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> |
| ADDITIONAL ITEMS | |
| <ul style="list-style-type: none"> • NRC report: NED recruitment update, Chair appraisal outcome, • Governance report including: - Annual Members meeting update (time, venue) | <ul style="list-style-type: none"> • Audit and Risk Committee Chair of committee presentation (Anne Dray) • NRC Chair of committee presentation (Sharon Mays) |

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| <ul style="list-style-type: none"> - Receipt of corporate governance statement and provider compliance statements – date - Governor elections update/ outcome - Declarations of Interest and FPP on CoG -PLACE assessments – reminder and timings - Quality Account (final) | <p><u>Confidential</u></p> <ul style="list-style-type: none"> • Annual Report and Accounts 2023-24 and Auditors Report (Rashpal Khangura, KPMG) |
| <p>Annual Members Meeting, 26th September, 1pm to 4pm <i>Location to be confirmed</i></p> | |
| <ul style="list-style-type: none"> • <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i> | |
| <p>ADDITIONAL ITEMS</p> | |
| <ul style="list-style-type: none"> • Receipt of Final Annual Report and Accounts • Confirmed appointment of new governors following elections 2024. | |
| <p>COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 16 OCTOBER 2024 (Q3) Hybrid meeting (MS teams and Sharman Room (0.1)) <i>Ground Floor Centre Court</i></p> | |
| <p>STANDING ITEMS</p> | |
| <ul style="list-style-type: none"> • <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i> • <i>CEO Report</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> |
| <p>ADDITIONAL ITEMS</p> | |
| <ul style="list-style-type: none"> • NRC Report: NED appraisals outcome, NED succession planning • Governance Report: Elections update/ outcome, roles and responsibilities of governors and engagement(annual reminder following Charis session in October 2023 and March 2024) | <ul style="list-style-type: none"> • Mental Health Legislation Committee Presentation (Olayinka Monisola Fadahunsi-Oluwole) • Quality Assurance Committee Chair of committee presentation (Heather Smith) |

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| <ul style="list-style-type: none"> Tbc - Equality Objectives update – Liz Johnson, Head of Equality and Inclusion and Anne Dray, Non-Executive Director | <ul style="list-style-type: none"> Operational Plan 2024-25 – progress update on delivery of this years priorities (requested by Jason Rowland) Confidential Minutes from the confidential meeting held on 20 June 2024. |
| COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 25th FEBRUARY 2025 (Q4) Hybrid meeting (MS teams and Sharman Room (0.1) Ground Floor Centre Court | |
| STANDING ITEMS | |
| <ul style="list-style-type: none"> <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i> <i>CEO Report</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> |
| ADDITIONAL ITEMS | |
| <ul style="list-style-type: none"> Quality Report – Quality Objectives Objectives will be refreshed again in 2027 (Salli Midgley) Nominations and Remuneration Committee Report: Chair appointment, NRC Annual review of effectiveness update; update on succession planning for NED roles for 2025/2026. Governance Report: Council of Governors Review of Effectiveness update/feedback and progress against actions identified in 2024-25. 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 (Mark Dundon) Operational Plan 2025-26 – proposed priorities for next year’s plan (Jason Rowland) |