

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

**Updated 27 November 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 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 currently no December meeting)*
- *Salli Midgley, the Executive Director of Nursing and Professions has 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.*

COUNCIL OF GOVERNORS WORKPLAN 2024 – 25	
COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 – new financial year 25 APRIL 2024 (Q1) Hybrid meeting (MS teams and Sharman Room (0.1) Ground Floor Centre Court	
STANDING ITEMS	
<ul style="list-style-type: none"> <li>• <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i></li> <li>• <i>CEO Report</i></li> <li>• <i>Chair Report</i></li> <li>• <i>Board Update Report</i></li> <li>• <i>Feedback from Governors from constituencies and any key meetings attended</i></li> <li>• <i>Governance Report</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</i></li> <li>• <i>Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</i></li> <li>• <i>Council of Governors forward plan</i></li> <li>• <i>Council of Governors Calendar of Events</i></li> </ul>

<b>ADDITIONAL ITEMS</b>	
<ul style="list-style-type: none"> <li>• NRC report:               <ul style="list-style-type: none"> <li>○ Chair and NED appraisal process update</li> <li>○ NRC review of effectiveness and approved ToRs – <a href="#">deferred from the February meeting.</a></li> </ul> </li> <li>• Strategic Priorities 2024/25</li> <li>• PLACE assessment</li> <li>• Governance Report               <ul style="list-style-type: none"> <li>○ Declarations of Interest and FPP on CoG</li> <li>○ Governor Elections –update and timeline for 2024 elections</li> <li>○ Review of effectiveness for 2024 - feedback on actions</li> </ul> </li> <li>• Staff Survey results</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Chair of committee presentation (Owen McLellan) – <a href="#">deferred to Finance Workshop session on 20 May 2024</a></li> <li>• PCREF - engagement planning (Melissa Simmonds and Jenny Hall)</li> </ul>
<b>COUNCIL OF GOVERNORS WORKPLAN 2024 – 25</b> <b>20 JUNE 2024 ('Q2') - Hybrid meeting (MS teams and Room 2.1, Centre Court)</b>	
<b>STANDING ITEMS</b>	
<ul style="list-style-type: none"> <li>• <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i></li> <li>• <i>CEO Report</i></li> <li>• <i>Chair report</i></li> <li>• <i>Board Update Report</i></li> <li>• <i>Feedback from Governors from constituencies and any key meetings attended</i></li> <li>• <i>Governance Report</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</i></li> <li>• <i>Council of Governors forward plan</i></li> <li>• <i>Council of Governors Calendar of Events</i></li> </ul>
<b>ADDITIONAL ITEMS</b>	
<ul style="list-style-type: none"> <li>• NRC report: Chair appraisal update (for receipt in confidential session), NED appraisal update</li> <li>• Governance report including:               <ul style="list-style-type: none"> <li>- Annual Members meeting update (time, venue)</li> <li>- Receipt of corporate governance statement and provider compliance statements – date</li> <li>- Governor elections update/ outcome</li> <li>- Declarations of Interest and FPP on CoG</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• NRC Chair of committee presentation (Sharon Mays)</li> <li>• Audit and Risk Committee Chair of committee presentation (Anne Dray)</li> </ul> <p><u>Confidential</u></p> <ul style="list-style-type: none"> <li>• Annual Report and Accounts 2023-24 and Auditors Report (Rashpal Khangura, KPMG)</li> <li>• Chair appraisal outcome</li> </ul>

<ul style="list-style-type: none"> <li>-PLACE assessments – reminder and timings</li> <li>• Quality Account</li> </ul>	
<b>COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 EXTRAORDINARY MEETING 30 JULY 2024 (MS teams)</b>	
<ul style="list-style-type: none"> <li>• Welcome, apologies, declaration of interest, minutes, matters arising and action log</li> </ul>	<ul style="list-style-type: none"> <li>• Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</li> <li>• Council of Governors forward plan</li> <li>• Council of Governors Calendar of Events</li> </ul>
<ul style="list-style-type: none"> <li>• Receipt of Final Annual Report and Accounts</li> <li>• External Auditors report</li> </ul>	<ul style="list-style-type: none"> <li>• Constitution – proposed changes</li> </ul>
<b>Annual Members Meeting, 26<sup>th</sup> September, 1pm to 4pm Location to be confirmed</b>	
<ul style="list-style-type: none"> <li>• <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i></li> </ul>	
<b>ADDITIONAL ITEMS</b>	
<ul style="list-style-type: none"> <li>• Receipt of Final Annual Report and Accounts</li> <li>• Confirmed appointment of new governors following elections 2024.</li> </ul>	
<b>COUNCIL OF GOVERNORS WORKPLAN 2024 – 25 16 OCTOBER 2024 (Q3) Hybrid meeting (MS teams and Sharman Room (0.1) Ground Floor Centre Court</b>	
<b>STANDING ITEMS</b>	
<ul style="list-style-type: none"> <li>• <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i></li> <li>• <i>Chair Report</i></li> <li>• <i>Board Update Report – Learning Disability service update; LeDer report update post Quality Assurance Committee</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</i></li> <li>• <i>Council of Governors forward plan</i></li> <li>• <i>Council of Governors Calendar of Events</i></li> </ul>

<ul style="list-style-type: none"> <li>• <i>Feedback from Governors from constituencies and any key meetings attended</i></li> <li>• <i>Governance Report</i></li> </ul>	
<b>ADDITIONAL ITEMS</b>	
<ul style="list-style-type: none"> <li>• NRC Report: NED succession planning, <a href="#">NRC Chair of committee presentation (Sharon Mays)</a> – additional presentation for new governors circulated for information</li> <li>• Governance Report: <a href="#">Elections update/ outcome</a>, roles and responsibilities of governors and engagement (annual reminder following Charis session in October 2023 and March 2024), <a href="#">report on annual submission of FFPT for board members</a>.</li> <li>• Tbc - Equality Objectives update – Liz Johnson, Head of Equality and Inclusion and Anne Dray, Non-Executive Director (prior to People Committee in November)</li> <li>• <a href="#">Electronic Patient Record update (action from June CoG)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Mental Health Legislation Committee Presentation (Olayinka Monisola Fadahunsi-Oluwole) – <a href="#">deferred to December</a></li> <li>• Quality Assurance Committee Chair of committee presentation (Heather Smith) – <a href="#">deferred to December</a></li> <li>• Operational Plan 2024-25 – progress update on delivery of this years priorities (requested by Jason Rowland)</li> <li>• <b><u>Confidential</u></b> Minutes from the confidential meeting held on 20 June 2024. <a href="#">Minutes from the EO meeting held on 30 July 2024</a> NED appraisals outcome <a href="#">Chair appointment</a></li> </ul>
<b>Extra Ordinary COUNCIL OF GOVERNORS WORKPLAN 2024 – 25</b> <b>4<sup>th</sup> December 2024 (Q4) Hybrid meeting (MS teams and Sharman Room (2.1)</b> <b>Second Floor Centre Court</b>	
<b>STANDING ITEMS</b>	
<ul style="list-style-type: none"> <li>• <i>Welcome, apologies, declaration of interest, minutes, matters arising and action log</i></li> <li>• <i>Chair Report</i></li> <li>• <i>Feedback from Governors from constituencies and any key meetings attended</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reflections on the meeting effectiveness and consideration of any preferences or unconscious bias that could have influenced our decisions/discussions</i></li> <li>• <i>Council of Governors forward plan</i></li> <li>• <i>Council of Governors Calendar of Events</i></li> </ul>
<ul style="list-style-type: none"> <li>• Mental Health Legislation Committee Presentation (Olayinka Monisola Fadahunsi-Oluwole)</li> <li>• Quality Assurance Committee Chair of committee presentation (Heather Smith)</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Confidential</u></b> Minutes from the confidential meeting held on 16 October 2024.</li> </ul>
<b>COUNCIL OF GOVERNORS WORKPLAN 2024 – 25</b> <b>25<sup>th</sup> FEBRUARY 2025 (Q4) Hybrid meeting (MS teams and Sharman Room (0.1)</b>	

*Ground Floor Centre Court*

**STANDING ITEMS**

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**ADDITIONAL ITEMS**

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| <ul style="list-style-type: none"><li>• <del>Nominations and Remuneration Committee Report: NRC Annual review of effectiveness update; update on succession planning for NED roles for 2025/2026. —Item moved to confidential agenda</del></li><li>• 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, declarations of interest update, well led review</li></ul> | <ul style="list-style-type: none"><li>• People Committee Chair of committee presentation (Heather Smith)</li><li>• Operational Plan 2025-26 – proposed priorities for 2025-2026 plan (Jason Rowland)</li><li>• Quality Accounts</li><li>• Feedback February</li></ul> <p><b><u>Confidential</u></b></p> <ul style="list-style-type: none"><li>• NRC Report</li><li>• Minutes from the meeting held on 4 December</li></ul> |
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