

Prepared by: Paul Hunt

Date: 25th February 2020

Agenda no: 7a

Purpose of the paper

For Approval

Background and context

The Board has a range of matters, which it needs to agree or discuss, or on which it needs to be informed. As well as standard business items, matters for board consideration include predictable annual governance items e.g. Charity Governance Code compliance self-assessment, statutory items e.g. annual report approval, as well as scheduled items e.g. (for 2020/21) review of membership and constitution. In addition, the board will need on occasion to consider ad hoc items, as issues emerge.

A Board Planning Cycle or Forward Plan was recommended at the Trustees Governance Code Review away day, in 2017.

Where are we now?

We have many years' experience of considering the range of items described in the background and context above. We do not, currently, have an agreed standard "forward plan".

What are the key issues?

As was recognised in 2017, and as recommended as good practice by the Charity Governance Code, we should consider developing a standard forward plan. A standard plan will support the board to be confident that it is covering all required business, in a scheduled and timely way, with sufficient space for significant items, at the appropriate point in the year.

The standard forward plan should be refreshed each year, in the light of the previous year's experience and as governance, statutory and business requirements evolve.

What is asked of trustees?

Trustees are asked to review the draft forward plan for 2020/21 (Appendix 1):

- Does it meet our needs for 2020/21?
- What further development is needed for it to become a standard plan for succeeding years?

Finance

There are no financial implications as a consequence of this paper.

Recommendation

The board is asked to

- Review and approve the forward plan for 2020/21.
- Approve next steps for developing the forward plan as a standard for succeeding years.

Appendix 1 Draft Forward Plan

Date	Routine agenda items	2020/21 specific items
April 22/5/20	<ul style="list-style-type: none"> Annual full review of Risk Register – for discussion 	<ul style="list-style-type: none"> Equality, Equity, Diversity and Inclusion Strategy: agreement in principle – for approval Membership model continuation or amendment: agreement in principle – for approval Quality Standards for Health: update following submission – for discussion
June 2/6/20	<ul style="list-style-type: none"> Report following Chief Officer annual review – for information Prioritisation of HR policies for update or development – for discussion Prioritisation of non-HR policies – for discussion Priorities for Board development for update or development – for discussion 	<ul style="list-style-type: none"> Impact Report – for approval
July 15/7/20	<ul style="list-style-type: none"> Charity Governance Code Self-Assessment – for discussion 	<ul style="list-style-type: none"> Diversity Strategy: options – for discussion Membership model: options – for discussion King’s Street and office review: agreement in principle – for approval

Date	Routine agenda items	2020/21 specific items
September 15/9/20	<ul style="list-style-type: none"> Confirmation of long-term strategy remaining fit and appropriate – for discussion 	<ul style="list-style-type: none"> Membership model: proposal – for approval Diversity Strategy: proposal – for approval Funding diversification: options – for discussion Trustee Induction update against gap analysis – for information
November 4/11/20	<ul style="list-style-type: none"> AGM arrangements – for discussion Update to disclosure of interests register – for information 	<ul style="list-style-type: none"> Reserves Requirement lessons learned – for discussion Board and Project / Team links lessons learned – for discussion King's Street and office review: options – for discussion Funding diversification: proposal – for approval
December 15/12/20	<ul style="list-style-type: none"> Annual Report and Annual Accounts – for approval Recommendation to AGM of Independent Examiner – for approval Board meeting dates to end of next financial year – for information 	<ul style="list-style-type: none"> King's Street and office review: proposal – for approval
February Tba	<ul style="list-style-type: none"> Business Plan – for approval Budget – for approval Reserves Requirement – for approval Board Forward Plan – for approval AGM feedback 	<ul style="list-style-type: none">