

Board of Directors

3 November, 2022

Report Title:	Calendar of Meetings 2023
Executive/NED Lead:	Steve Parsons, Interim Director of Governance
Report author(s):	Steve Parsons, Interim Director of Governance
Previously considered by:	N/A

Approval
 Discussion
 Information
 Assurance

Executive summary		
<p>The calendar of Board and Committee meetings is presented for the Board's consideration. It is proposed that the Board will continue with a broadly similar pattern of meetings, generally on the first Thursday of each month with a public session in every second month. There are three exceptions: the meetings in January and April 2023 would be slightly out of sequence, and February 2023 would see only a seminar session rather than a formal Board meeting.</p> <p>It is proposed that the Committee pattern is changed by ending the practice of holding a number of Board Committees in the same week of each month, which has placed significant pressures on some colleagues who have commitments to all of those meetings. The patterns proposed will be subject to review and possible change, dependent on the recommendations made in the current Well-Led review.</p>		
Action Required of the Board		
<p>The Board is invited to</p> <ol style="list-style-type: none"> i. Approve the proposed dates for meetings of the Board in 2023; ii. Note the proposed dates for Committee meetings in 2023; iii. Note that the patterns proposed may be subject to amendment dependent on the proposals made as a result of the Well-Led review, when received and considered. 		
Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input checked="" type="checkbox"/>
SO2	Lead the integration of care	<input checked="" type="checkbox"/>
SO3	Develop our centres of excellence	<input checked="" type="checkbox"/>
SO4	Support and develop our staff	<input checked="" type="checkbox"/>
SO5	Drive technology enabled care	<input checked="" type="checkbox"/>
Risk Implications for the Trust <i>(including any clinical and financial consequences)</i>		A failure to have effective governance systems that are working well may lead to regulatory intervention and a loss of public confidence in the Trust.
Trust Risk Appetite		The Board has a cautious risk appetite when it comes to compliance and regulatory issues. Where the laws, regulations and standards are about the delivery of safe, high quality care, or the health and safety of the staff and public, it will make every effort to meet regulator expectations and comply with them and will only challenge them if there is strong evidence or argument to do so and the gain will outweigh the adverse consequences.
Legal and regulatory implications <i>(including links to CQC outcomes, Monitor, inspections, audits, etc.)</i>		The Trust is required to have effective governance systems in place and operating, in accordance with the Provider Licence (Condition FT4)

Financial Implications	N/A
Equality and Diversity	N/A

Dates of meetings in 2023

The pattern of meetings for the Board and Board Committees is set by the Board; for itself, in its annual decision on meeting dates, and for Board Committees in their terms of reference.

This paper-

- Invites the Board to agree the dates for its meetings in 2023;
- Note the proposed dates for the various Board Committees in 2023.

It is proposed to keep the pattern for the Board meetings, where the Board will meet monthly with a public session being held every two months. The public sessions will continue to be rotated between the Ipswich and Colchester areas, with the Board continuing to meet in person (subject to any national requirements that have an impact on this).

The pattern of continuing the Board meetings on the first Thursday of the month is also proposed. There are two exceptions to this; the January meeting, as in previous years, is proposed for the second Thursday of the month owing to the impact of the Christmas period. Additionally, to avoid disruption from the Easter period, the meeting that would usually be held on 6th April 2023 (directly before the Easter Bank Holiday weekend) is being proposed for 30th March 2023 (a week earlier).

Additionally, given the limited period between the dates for the January and February 2023 meetings, it is proposed that there would not be a formal private session of the Board in February 2023; an informal seminar session would be held, which should release time for colleagues. A provisional date for the approval of the Annual Report and Accounts has been provided, but that is subject to the publication of national timelines which are expected in 2023.

Proposed dates for Board meetings in 2023, which the Board is invited to approve, are-

Public	Thu 12 January 2023	Ipswich
	Thu 02 February 2023	<i>Seminar session only</i>
Public	Thu 02 March 2023	Colchester
	Thu 30 March 2023	
Public	Thu 04 May 2023	Ipswich
	Thu 01 June 2023	
	Tue 20 June 2023	<i>Provisional- Annual Report approval</i>
Public	Thu 06 July 2023	Colchester
	Thu 03 August 2023	
Public	Thu 07 September 2023	Ipswich
	Thu 05 October 2023	
Public	Thu 02 November 2023	Colchester
	Thu 07 December 2023	

Committees

The key change being proposed at this stage is that we end the previous practice where most of the Committees of the Board (Charitable Funds, Performance Assurance, Quality & Patient Safety, People & Organisational Development) are all held in the same week. This was placing excessive pressure on colleagues, particularly some Executive colleagues who are members or required to attend all of these, with no pressing need for this arrangement having been identified.

The Board is invited to note that, if there are relevant recommendations from the Well-Led review, the Board may be invited to consider changing the pattern of meetings that are set out here.

The proposed dates for Committee meetings are-

Audit and Risk Committee

Wed 18 January 2023
Thu 16 March 2023
Thu 25 May 2023
Mon 19 June 2023
Tue 11 July 2023
Wed 13 September 2023
Wed 8 November 2023

Provisional- Annual Report and Accounts

Performance Assurance Committee

Wed 25 January 2023
Wed 22 February 2023
Wed 22 March 2023
Wed 26 April 2023
Wed 24 May 2023
Wed 28 June 2023
Wed 26 July 2023
Wed 23 August 2023
Wed 27 September 2023
Wed 25 October 2023
Wed 29 November 2023
Wed 20 December 2023

Charitable Funds Committee

Tue 24 January 2023
Tue 21 February 2023
Tue 28 March 2023
Tue 25 April 2023
Tue 23 May 2023
Tue 27 June 2023
Tue 25 July 2023
Tue 29 August 2023
Tue 26 September 2023
Tue 24 October 2023
Tue 28 November 2023
Tue 19 December 2023

Quality and Patient Safety Committee

Wed 15 February 2023
Thu 27 April 2023
Wed 21 June 2023
Tue 22 August 2023
Thu 26 October 2023
Thu 14 December 2023

People and Organisational Development Committee

Tue 17 January 2023
Tue 14 March 2023
Tue 9 May 2023
Wed 19 July 2023
Wed 20 September 2023
Wed 15 November 2023

Council of Governors

The Council of Governors has adopted a pattern of meeting four times a year; Council agreed in April 2022 that meetings would be rotated between virtual and in-person. The in-person meetings continue to be rotated between the Ipswich and Colchester areas.

For information, the current proposals for meetings of the Council of Governors are-

Wed 08 March 2023	Virtual
Thu 29 June 2023	Ipswich
Tue 19 September 2023	Virtual
Wed 06 December 2023	Colchester