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# Corporate and Governors' Calendar 2020

This calendar contains the dates of all meetings for the following:

## BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD:

- Appointments, remuneration and terms of employment (ARTE) committee
- Audit committee
- Board development days
- Board of directors
- Board workshops
- Charitable funds committee
- Education, training and research committee
- Finance and performance committee
- Non-executive directors' meetings
- Safety and quality committee
- Workforce committee

## COUNCIL OF GOVERNORS, JOINT SESSIONS AND ANNUAL MEMBERS' MEETING:

- Buildings and environment group
- Chairs, deputy chairs and lead governor
- Council of governors
- Council workshops
- Membership group
- Nominations committee
- Patient experience group
- Joint board and governor development sessions
- Annual members' meeting

If you have any queries, please contact the Company Secretary on 01772 522010.

*Excellent care with compassion*



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## 2020 overview

*Due to the impact of the Covid-19 (Coronavirus) pandemic a number of meetings have been cancelled or converted to virtual meetings using Microsoft Teams. Cancelled meetings have been retained but information shaded out. The corporate calendar will be kept under constant review and updated accordingly.*

JANUARY 2020		
<b>6</b>	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
<b>7</b>	1.00pm – 3.30pm	Board workshop
<b>14</b>	1.00pm – 3.00pm	Workforce committee
<b>20</b>	10.00am – 12.00pm	Patient experience group
<b>21</b>	2.00pm – 5.00pm	Finance and performance committee
<b>23</b>	10.00am – 12.00pm	Audit committee
<b>30</b>	1.30pm – 4.30pm	Council of governors
<b>31</b>	12.30pm – 3.00pm	Safety and quality committee

FEBRUARY 2020		
<b>3</b>	1.00pm – 3.00pm	Buildings and environment group
<b>6</b>	1.30pm – 5.30pm	Board of directors
<b>10</b>	2.00pm – 4.00pm	Membership group
<b>11</b>	1.00pm – 3.00pm	Education, training and research committee
<b>17</b>	10.00am – 1.00pm	Council workshop
<b>25</b>	2.00pm – 5.00pm	Finance and performance committee
<b>28</b>	12.30pm – 3.00pm	Safety and quality committee

MARCH 2020		
<b>3</b>	1.00pm – 3.30pm	Board workshop
<b>3</b>	3.30pm – 4.30pm	Non-Executive Directors' meeting
<b>10</b>	1.00pm – 3.00pm	Workforce committee
<b>12</b>	1.00pm – 3.00pm	Patient experience group
<b>17</b>	1.00pm – 2.30pm	Charitable funds committee
<b>19</b>	10.00am – 12.00pm	Audit committee
<b>19</b>	1.00pm – 4.30pm	Joint board and governor development session
<b>24</b>	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
<b>24</b>	2.00pm – 5.00pm	Finance and performance committee
<b>27</b>	12.30pm – 3.00pm	Safety and quality committee

APRIL 2020		
<b>2</b>	2.00pm – 5.30pm	Board of directors ( <i>part II meeting only</i> )
<b>9</b>	10.00am – 12.00pm	Buildings and environment group
<b>14</b>	1.00pm – 3.00pm	Education, training and research committee
<b>21</b>	2.00pm – 5.00pm	Finance and performance committee
<b>24</b>	12.30pm – 3.00pm	Safety and quality committee
<b>28</b>	1.30pm – 4.30pm	Council of governors

MAY 2020		
<b>5</b>	2.00pm – 5.30pm	Board of directors
<b>11</b>	2.00pm – 4.00pm	Membership group
<b>12</b>	1.00pm – 3.00pm	Workforce committee
<b>15</b>	1.00pm – 3.00pm	Audit committee
<b>18</b>	10.00am – 12.00pm	Patient experience group
<b>19</b>	12.00pm – 1.00pm	Appointment, remuneration and terms of employment (ARTE) committee
<b>19</b>	2.00pm – 5.00pm	Finance and performance committee
<b>21</b>	1.30pm – 4.30pm	Audit committee
<b>21</b>	6.00pm – 8.00pm	Council workshop
<b>29</b>	1.00pm – 3.30pm	Safety and quality committee

JUNE 2020		
<b>4</b>	2.00pm – 5.30pm	Board of directors
<b>8</b>	1.00pm – 3.00pm	Care and safety sub group
<b>9</b>	1.00pm – 3.00pm	Education, training and research committee
<b>16</b>	1.00pm – 2.30pm	Charitable funds committee
<b>23</b>	2.00pm – 5.00pm	Finance and performance committee
<b>25</b>	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
<b>26</b>	1.00pm – 3.30pm	Safety and quality committee

JULY 2020		
<b>7</b>	1.00pm – 3.30pm	Board workshop
<b>7</b>	3.30pm – 4.30pm	Non-Executive Directors' meeting
<b>8</b>	10.00am – 12.00pm	Care and safety sub group
<b>14</b>	1.00pm – 3.00pm	Workforce committee
<b>20</b>	12.00pm – 1.30pm	Nominations committee
<b>20</b>	2.00pm – 4.00pm	Membership group
<b>21</b>	2.00pm – 5.00pm	Finance and performance committee
<b>30</b>	1.30pm – 4.30pm	Council of governors
<b>31</b>	1.00pm – 3.30pm	Safety and quality committee

AUGUST 2020		
<b>6</b>	2.00pm – 5.30pm	Board of directors
<b>7</b>	10.00am – 12.00pm	Care and safety sub group
<b>18</b>	2.00pm – 5.00pm	Finance and performance committee
<b>20</b>	1.00pm – 4.00pm	Council workshop
<b>28</b>	12.30pm – 3.00pm	Safety and quality committee

SEPTEMBER 2020		
<b>1</b>	1.00pm – 3.30pm	Board workshop
<b>8</b>	1.00pm – 3.00pm	Workforce committee
<b>11</b>	10.00am – 12.00pm	Care and safety sub group
<b>15</b>	1.00pm – 2.30pm	Charitable funds committee
<b>22</b>	2.00pm – 5.00pm	Finance and performance committee
<b>22</b>	6.00pm – 8.00pm	Joint board and governor development session
<b>24</b>	10.00am – 12.00pm	Audit committee
<b>25</b>	12.30pm – 3.00pm	Safety and quality committee
<b>29</b>	1.30pm – 3.30pm	Chairs, Deputy Chairs and Lead Governor

OCTOBER 2020		
<b>1</b>	2.00pm – 5.30pm	Board of directors
<b>8</b>	1.00pm – 3.00pm	Buildings and environment group
<b>13</b>	1.00pm – 3.00pm	Education, training and research committee
<b>20</b>	2.00pm – 5.00pm	Finance and performance committee
<b>22</b>	12.00pm – 1.00pm	Appointment, remuneration and terms of employment (ARTE) committee
<b>22</b>	1.30pm – 4.30pm	Council of governors
<b>23</b>	<i>To be confirmed</i>	Care and safety sub group
<b>28</b>	6.00pm – 8.00pm	Annual members' meeting
<b>30</b>	12.30pm – 3.00pm	Safety and quality committee

NOVEMBER 2020		
<b>2</b>	2.00pm – 4.00pm	Membership group
<b>3</b>	1.00pm – 3.30pm	Board workshop
<b>3</b>	3.30pm – 4.30pm	Non-Executive Directors' meeting
<b>10</b>	1.00pm – 3.00pm	Workforce committee
<b>17</b>	2.00pm – 5.00pm	Finance and performance committee
<b>24</b>	1.00pm - 3.00pm	Patient experience group
<b>26</b>	10.00am – 1.00pm	Council workshop
<b>27</b>	12.30pm – 3.00pm	Safety and quality committee

DECEMBER 2020		
<b>3</b>	2.00pm – 5.30pm	Board of directors
<b>4</b>	10.00am – 12.30pm	Care and safety sub group
<b>8</b>	1.00pm – 3.00pm	Education, training and research committee
<b>15</b>	1.00pm – 2.30pm	Charitable funds committee
<b>18</b>	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
<b>22</b>	2.00pm – 5.00pm	Finance and performance committee

## Appointments, remuneration and terms of employment (ARTE) committee

Date	Time	Venue	Final date for receipt of reports:
19/05/2020	12.00pm – 1.00pm	Chief Executive's office, Trust Management, Royal Preston Hospital	11/05/2020
22/10/2020	12.00pm – 1.00pm	Virtually using Microsoft Teams	14/10/2020

Members	In attendance
Chairman Non-Executive Directors	Chief Executive Strategy, Workforce and Education Director Company Secretary or Deputy (minutes)

## Audit committee

Date	Time	Venue	Final date for receipt of reports:
23/01/2020	10.00am – 12.00pm	Gordon Hesling Room, Royal Preston Hospital	15/01/2020
19/03/2020	10.00am – 12.00pm	Gordon Hesling Room, Royal Preston Hospital	11/03/2020
** 21/05/2020	1.00pm – 4.30pm	Virtually using Microsoft Teams	13/05/2020
24/09/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	16/09/2020

*\*\* To consider and approve annual report and accounts*

Members	In attendance
Four Non-Executive Directors: - Tim Watkinson (Chair) - Ann Pennell - Jim Whitaker - Tricia Whiteside	Chief Executive Finance Director/Deputy Chief Executive Nursing, Midwifery and AHPs Director Assistant Finance Director Internal and External Audit representatives Director of Governance Company Secretary or Deputy Committee Secretary (minutes)

## Board development days

Date	Time	Venue	Final date for receipt of reports:
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To be confirmed following appointment of new Trust Chairman

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Continuous Improvement Deputy Director of Workforce and Organisational Development Company Secretary or Deputy



## Board of directors

Date	Time	Venue	Final date for receipt of reports:
06/02/2020	1.30pm – 5.30pm	Gordon Hesling Room, Royal Preston Hospital	29/01/2020
02/04/2020	1.30pm – 5.30pm	Virtually using Microsoft Teams <i>(part II meeting only)</i>	25/03/2020
05/05/2020	2.00pm – 5.30pm	Virtually using Microsoft Teams	30/05/2020
** 21/05/2020	1.30pm – 3.30pm	Gordon Hesling Room, Royal Preston Hospital	# 18/05/2020
04/06/2020	2.00pm – 5.30pm	Virtually using Microsoft Teams	27/05/2020
06/08/2020	2.00pm – 5.30pm	Virtually using Microsoft Teams	29/07/2020
01/10/2020	2.00pm – 5.30pm	Virtually using Microsoft Teams	23/09/2020
03/12/2020	2.00pm – 5.30pm	Virtually using Microsoft Teams	25/11/2020

\*\* Not a public meeting; to sign off annual report and accounts – Audit Committee meeting on 15 May 2020 rescheduled to this slot

# Reports to be submitted following audit committee meeting on 15 May 2020

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Continuous Improvement Director of Governance Company Secretary or Deputy Committee Secretary (minutes)

## Board workshops

Date	Time	Venue	Final date for receipt of reports:
07/01/2020	1.00pm – 3.30pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	02/01/2020
03/03/2020	1.00pm – 3.30pm	Lecture Room 2, Health Academy 2, Royal Preston Hospital	27/02/2020
** 05/05/2020	1.00pm – 3.30pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	30/04/2020
07/07/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	02/07/2020
01/09/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	27/08/2020
03/11/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	29/10/2020

\*\* *Converted to formal Board of Directors' meeting*

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Continuous Improvement Company Secretary or Deputy

## Charitable funds committee

Date	Time	Venue	Final date for receipt of reports:
17/03/2020	1.00pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	09/03/2020
16/06/2020	1.00pm – 2.30pm	Virtually using Microsoft Teams	08/06/2020
15/09/2020	1.00pm – 2.30pm	Virtually using Microsoft Teams	07/09/2020
15/12/2020	1.00pm – 2.30pm	Virtually using Microsoft Teams	07/12/2020

Members	In attendance
Three Non-Executive Directors: - Geoff Rossington (Chair) - Kate Smyth - Tricia Whiteside Finance Director/Deputy Chief Executive Medical Director Nursing, Midwifery and AHPs Director Chief Officer, Rosemere Cancer Foundation BabyBeat Fund Manager Head of Fundraising and Charity Governance	Assistant Finance Director Company Secretary or Deputy Committee Secretary (minutes)

## Education, training and research committee

Date	Time	Venue	Final date for receipt of reports:
11/02/2020	1.00pm – 3.00pm	Lecture Hall, Health Academy 3, Chorley and South Ribble Hospital	03/02/2020
14/04/2020	1.00pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	06/04/2020
09/06/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	01/06/2020
13/10/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/10/2020
08/12/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	30/11/2020

Members	In attendance
Three Non-Executive Directors: - Paul O'Neill (Chair) - Dr Ebrahim Adia - Kate Smyth Chief Executive Nursing, Midwifery and AHPs Director Strategy, Workforce and Education Director Director of Continuous Improvement Director of Research ( <i>or in his absence the Head of Research and Innovation</i> ) Director of Undergraduate Medical Education Director of Postgraduate Medical Education	Deputy Director of Workforce and Organisational Development Head of Education Company Secretary or Deputy Committee Secretary (minutes)

## Finance and performance committee

Date	Time	Venue	Final date for receipt of reports:
21/01/2020	2.00pm – 5.00pm	Gordon Hesling Room, Royal Preston Hospital	13/01/2020
25/02/2020	2.00pm – 5.00pm	Lecture Room 1, Health Academy 1, Royal Preston Hospital	10/02/2020
24/03/2020	2.00pm – 5.00pm	Gordon Hesling Room, Royal Preston Hospital	16/03/2020
21/04/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	13/04/2020
19/05/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	11/05/2020
23/06/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	15/06/2020
21/07/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	13/07/2020
18/08/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	10/08/2020
22/09/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	14/09/2020
20/10/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	12/10/2020
17/11/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	09/11/2020
22/12/2020	2.00pm – 5.00pm	Virtually using Microsoft Teams	14/12/2020

Members	In attendance
<p>Four Non-Executive Directors:</p> <ul style="list-style-type: none"> <li>- Tricia Whiteside (Chair)</li> <li>- Geoff Rossington</li> <li>- Tim Watkinson</li> <li>- Jim Whitaker</li> </ul> <p>Chief Executive            Finance Director/Deputy Chief Executive            Chief Operating Officer            Strategy, Workforce and Education Director            Medical Director or Nursing, Midwifery and AHPs Director  <i>(50:50 shared attendance)</i>            Deputy Finance Director</p>	<p>Director of Community and Integration <i>(with effect from October 2020)</i>            Head of Business Efficiency and Programme Management Office            Company Secretary or Deputy            Committee Secretary (minutes)</p>

## Non-Executive Directors' meetings

Date	Time	Venue
03/03/2020	3.30pm – 4.30pm	Lecture Room 2, Health Academy 2, Royal Preston Hospital
07/07/2020	3.30pm – 4.30pm	Virtually using Microsoft Teams
03/11/2020	3.30pm – 4.30pm	Virtually using Microsoft Teams

Members	In attendance
Chairman Non-Executive Directors	—

## Safety and quality committee

Date	Time	Venue	Final date for receipt of reports:
31/01/2020	12.30pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	23/01/2020
28/02/2020	12.30pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	20/02/2020
27/03/2020	12.30pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	19/03/2020
24/04/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	16/04/2020
29/05/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	21/05/2020
26/06/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	18/06/2020
31/07/2020	1.00pm – 3.30pm	Virtually using Microsoft Teams	23/07/2020
28/08/2020	12.30pm – 3.00pm	Virtually using Microsoft Teams	20/08/2020
25/09/2020	12.30pm – 3.00pm	Virtually using Microsoft Teams	17/09/2020
30/10/2020	12.30pm – 3.00pm	Virtually using Microsoft Teams	23/10/2020
27/11/2020	12.30pm – 3.00pm	Virtually using Microsoft Teams	19/11/2020

Members	In attendance
Four Non-Executive Directors: - Ann Pennell (Chair) - Dr Ebrahim Adia - Paul O'Neill - Kate Smyth Chief Executive Chief Operating Officer Medical Director Nursing, Midwifery and AHPs Director Director of Continuous Improvement	Director of Governance Associate Director of Governance Company Secretary or Deputy Committee Secretary (minutes)

## Workforce committee

Date	Time	Venue	Final date for receipt of reports:
14/01/2020	1.00pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	06/01/2020
10/03/2020	1.00pm – 3.00pm	Seminar Room 5, Health Academy 1, Royal Preston Hospital	02/03/2020
12/05/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	04/05/2020
14/07/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/07/2020
08/09/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	31/08/2020
10/11/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	02/11/2020

Members	In attendance
Three Non-Executive Directors: - Jim Whitaker (Chair) - Ann Pennell - Kate Smyth Nursing, Midwifery and AHPs Director Chief Operating Officer Strategy, Workforce and Education Director Director of Continuous Improvement	Deputy Director of Workforce and Organisational Development Associate Director of Workforce (Business Partnering and Advice) Associate Director of Workforce (Resourcing and Transformation) Medical Staffing Manager Company Secretary or Deputy Committee Secretary (minutes)



**Buildings and environment group** *(combined with Patient Experience Group to form 'Care and Safety sub group')*

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Final date for receipt of reports:</b>
03/02/2020	1.00pm – 3.00pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	27/01/2020
09/04/2020	10.00am – 12.00pm	Seminar Room 5, Health Academy 1, Royal Preston Hospital	01/04/2020
08/06/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	01/06/2020
07/08/2020	10.00am – 12.00pm	Seminar Room 5, Health Academy 1, Royal Preston Hospital	30/07/2020
08/10/2020	1.00pm – 3.00pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	30/09/2020
01/12/2020	10.00am – 12.00pm	Seminar Room 5, Health Academy 1, Royal Preston Hospital	23/11/2020

<b>Members</b>	<b>In attendance</b>
Governors	Non-Executive Director (Geoff Rossington) Divisional Director of Facilities and Services Company Secretary or Deputy

**Care and safety sub group** *(combined Buildings and Environment and Patient Experience groups from June 2020)*

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Final date for receipt of reports:</b>
08/06/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	31/05/2020
08/07/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	30/06/2020
07/08/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	30/07/2020
11/09/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	03/09/2020
23/10/2020	<i>To be confirmed</i>	Virtually using Microsoft Teams	15/10/2020
04/12/2020	<i>To be confirmed</i>	Virtually using Microsoft Teams	26/11/2020

<b>Members</b>	<b>In attendance</b>
Governors	Non-Executive Directors (Geoff Rossington and Kate Smyth) Divisional Director of Facilities and Services Head of Patient Experience and PALS Company Secretary or Deputy

## Chairs, Deputy Chairs and Lead Governor

Date	Time	Venue	Final date for receipt of reports:
06/01/2020	10.00am – 12.00pm	Chief Executive's office, Trust Management, Royal Preston Hospital	30/12/2019
24/03/2020	10.00am – 12.00pm	Chief Executive's office, Trust Management, Royal Preston Hospital	16/03/2020
25/06/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	17/06/2020
29/09/2020	1.30pm – 3.30pm	Virtually using Microsoft Teams	21/09/2020
18/12/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	10/12/2020

Members	In attendance
Chairs and deputy chairs of council groups (or their nominee) Lead governor Chairman Chief Executive	Company Secretary or Deputy

## Council of governors

Date	Time	Venue	Final date for receipt of reports:
30/01/2020	1.30pm – 4.30pm	Lecture Hall, Health Academy 3, Chorley and South Ribble Hospital	22/01/2020
28/04/2020	1.30pm – 4.30pm	Lecture Room 3, Health Academy 1, Royal Preston Hospital	20/04/2020
30/07/2020	1.30pm – 4.30pm	Virtually using Microsoft Teams	22/07/2020
22/10/2020	1.30pm – 4.30pm	Virtually using Microsoft Teams	14/10/2020

Members	In attendance
Chairman Governors	Chief Executive Non-Executive Directors ( <i>on rotational basis</i> ) Executive Directors ( <i>on rotational basis</i> ) Company Secretary or Deputy

## Council workshops

Date	Time	Venue	Final date for receipt of reports:
17/02/2020	10.00am – 1.00pm	Lecture Room 2, Health Academy 2, Royal Preston Hospital	12/02/2020
21/05/2020	6.00pm – 8.00pm	Lecture Hall, Health Academy 3, Chorley and South Ribble Hospital	15/05/2020
20/08/2020	1.00pm – 4.00pm	Lecture Room 2, Health Academy 2, Royal Preston Hospital	14/08/2020
** 22/09/2020	6.00pm – 8.00pm	Virtually using Microsoft Teams	17/09/2020
26/11/2020	10.00am – 1.00pm	Virtually using Microsoft Teams	20/11/2020

*\*\* Joint session with board of directors regarding Our Big Plan strategy*

Members	In attendance
Chairman Governors	Chief Executive Company Secretary or Deputy

## Membership group

Date	Time	Venue	Final date for receipt of reports:
10/02/2020	2.00pm – 4.00pm	Meeting Room 1, Health Academy 1, Royal Preston Hospital	03/02/2020
11/05/2020	2.00pm – 4.00pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	04/05/2020
20/07/2020	2.00pm – 4.00pm	Virtually using Microsoft Teams	13/07/2020
02/11/2020	2.00pm – 4.00pm	Virtually using Microsoft Teams	26/10/2020

Members	In attendance
Governors	Non-Executive Director ( <i>to be confirmed</i> ) Membership Engagement Manager Company Secretary or Deputy

## Nominations committee

Date	Time	Venue	Final date for receipt of reports:
20/07/2020	12.00pm – 1.30pm	Virtually using Microsoft Teams	13/07/2020

Members	In attendance
Chairman Three public governors <i>(or their nominee)</i> One appointed governor <i>(or their nominee)</i>	Chief Executive Strategy, Workforce and Education Director Company Secretary or Deputy

**Patient experience group** *(combined with Buildings and Environment Group to form 'Care and Safety sub group')*

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Final date for receipt of reports:</b>
20/01/2020	10.00am – 12.00pm	Gordon Hesling Room, Royal Preston Hospital	13/01/2020
12/03/2020	1.00pm – 3.00pm	Lecture Hall, Health Academy 3, Chorley and South Ribble Hospital	05/03/2020
18/05/2020	10.00am – 12.00pm	Virtually using Microsoft Teams	11/05/2020
13/07/2020	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/07/2020
24/09/2020	10.00am – 12.00pm	Gordon Hesling Room, Royal Preston Hospital	17/09/2020
24/11/2020	1.00pm – 3.00pm	Seminar Room A1, Health Academy 3, Chorley and South Ribble Hospital	17/11/2020

<b>Members</b>	<b>In attendance</b>
Governors	Non-Executive Director (Kate Smyth) Head of Patient Experience and PALS or nominated representative Company Secretary or Deputy



## Joint board and governor development sessions

Date	Time	Venue	Final date for receipt of reports:
19/03/2020	1.00pm – 4.30pm	Lecture Room 3, Health Academy 1, Royal Preston Hospital	11/03/2020
22/09/2020	6.00pm – 8.00pm	Virtually using Microsoft Teams	14/09/2020

Members	In attendance
Chairman Non-Executive Directors Executive Directors Governors	Company Secretary or Deputy

## Annual members' meeting

Date	Time	Venue
18/11/2020	6.00pm – 8.00pm	Virtually using Microsoft Teams – final arrangements to be advised

Members	In attendance
Chairman Non-Executive Directors Executive Directors  <i>All other staff welcome to attend</i>	—

