

Corporate calendar 2019

23 July 2019



Please do not print!

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

- Board of directors
- Board development day (*dates TBC*)
- Board workshops
- Non-executive directors' meetings
- Audit committee
- Appointment, remuneration and terms of employment (ARTE) committee
- Education, training and research committee
- Finance and performance committee
- Workforce committee
- Safety and quality committee
- Charitable funds committee
- Integrated governance, risk and performance committee
- Annual members' meeting
- Joint development session
- Our Big Plan Leadership Team Brief

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

Excellent care with compassion



2019 overview

JANUARY 2019		
8	9.30am – 11.30am	Workforce Committee
16	11.00am – 1.00pm	Integrated Governance and Risk Group
17	1.30pm – 4.00pm	Board Workshop
18	10.00am – 12.00pm	Audit Committee
22	10.00am – 1.00pm	Finance and Investment Committee
25	12.30pm – 2.30pm	Safety and Quality Committee
28	5.00pm – 6.00pm	Senior Leadership Team

FEBRUARY 2019		
5	10.00am – 12.00pm	Education, Training and Research Committee
7	1.30pm – 5.30pm	Board of Directors
19	2.00pm – 5.00pm	Finance and Performance Committee
20	11.00am – 1.00pm	Integrated Governance and Risk Group
21	1.30pm – 4.00pm	Board Workshop
22	12.30pm – 2.30pm	Safety and Quality Committee
25	10.00am – 12.00pm	Joint Development Session
25	5.00pm – 6.00pm	Senior Leadership Team

MARCH 2019		
5	1.00pm – 2.30pm	Charitable Funds Committee
12	9.30am – 11.30am	Workforce Committee
18	2.00pm – 4.00pm	Joint Development Session
19	2.00pm – 5.00pm	Finance and Performance Committee
20	11.00am – 1.00pm	Integrated Governance and Risk Group
21	1.00pm – 3.30pm	Board Workshop
25	5.00pm – 6.00pm	Senior Leadership Team
29	12.30pm – 2.30pm	Safety and Quality Committee

APRIL 2019		
4	1.30pm – 5.30pm	Board of Directors
9	10.00am – 12.00pm	Education, Training and Research Committee
17	11.00am – 1.00pm	Integrated Governance and Risk Group
18	1.30pm – 4.00pm	Board Workshop
18	4.00pm – 5.00pm	Non-Executive Directors' meeting
23	10.00am – 12.00pm	Audit Committee
23	2.00pm – 5.00pm	Finance and Performance Committee
26	12.30pm – 2.30pm	Safety and Quality Committee
29	5.00pm – 6.00pm	Senior Leadership Team

MAY 2019		
14	12.00pm – 2.00pm	Workforce Committee
15	11.00am – 1.00pm	Integrated Governance and Risk Group
16	2.00pm – 4.30pm	Board Workshop
17	10.00am – 12.00pm	Audit Committee
21	2.00pm – 5.00pm	Finance and Performance Committee
24	9.30am – 11.30am	Board of Directors
28	10.00am – 11.00am	Appointment, Remuneration & Terms of Employment Committee
31	12.30pm – 2.30pm	Safety and Quality Committee

JUNE 2019		
3	5.00pm – 6.00pm	Our Big Plan Leadership Team Brief
6	1.30pm – 5.30pm	Board of Directors
11	12.00pm – 2.00pm	Education, Training and Research Committee
11	2.30pm – 4.00pm	Charitable Funds Committee
18	2.00pm – 5.00pm	Finance and Performance Committee
18	10.30am – 1.00pm	Board Workshop
18	1.00pm – 2.00pm	Non-Executive Directors' meeting
19	11.00am – 1.00pm	Integrated Governance and Risk Group
24	5.00pm – 6.00pm	Our Big Plan Leadership Team Brief
28	12.30pm – 3.00pm	Safety and Quality Committee

JULY 2019		
9	12.00pm – 2.00pm	Workforce Committee
16	9.30am – 12.00pm	Board Workshop
17	11.00am – 1.00pm	Integrated Governance and Risk Group
23	2.00pm – 5.00pm	Finance and Performance Committee
26	12.30pm – 3.00pm	Safety and Quality Committee
29	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief

AUGUST 2019		
1	1.30pm – 5.30pm	Board of Directors
20	2.00pm – 5.00pm	Finance and Performance Committee
21	11.00am – 1.00pm	Integrated Governance and Risk Group
30	12.30pm – 3.00pm	Safety and Quality Committee

SEPTEMBER 2019

2	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief
10	12.00pm – 2.00pm	Workforce Committee
10	2.30pm – 4.00pm	Charitable Funds Committee
17	2.00pm – 5.00pm	Finance and Performance Committee
17	12.30pm – 1.30pm	Non-Executive Directors' meeting
17	10.00am – 12.30pm	Board Workshop
18	11.00am – 1.00pm	Integrated Governance and Risk Group
20	10.00am – 12.00pm	Audit Committee
24	6.00pm – 8.00pm	Joint Development Session
27	12.30pm – 3.00pm	Safety and Quality Committee
30	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief

OCTOBER 2019

3	1.30pm – 5.30pm	Board of Directors
8	12.00pm – 2.00pm	Education, Training and Research Committee
15	12.00pm – 2.30pm	Board Workshop
15	2.30pm – 3.30pm	Non-Executive Directors' meeting
16	11.00am – 1.00pm	Integrated Governance and Risk Group
22	2.00pm – 5.00pm	Finance and Performance Committee
25	12.30pm – 3.00pm	Safety and Quality Committee
28	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief
30	6.00pm – 8.00pm	Annual Members' Meeting

NOVEMBER 2019

12	12.00pm – 2.00pm	Workforce Committee
19	2.00pm – 5.00pm	Finance and Performance Committee
20	11.00am – 1.00pm	Integrated Governance and Risk Group
21	4.00pm – 5.00pm	Appointments, Remuneration and Terms of Employment Committee
25	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief
26	12.30pm – 3.00pm	Board Workshop
29	12.30pm – 3.00pm	Safety and Quality Committee

DECEMBER 2019

3	1.00pm – 2.30pm	Charitable funds committee
5	1.30pm – 5.30pm	Board of Directors
10	12.00pm – 2.00pm	Education, Training and Research Committee
17	2.00pm – 5.00pm	Finance and Performance Committee
18	11.00am – 1.00pm	Integrated Governance and Risk Group
30	4.00pm – 5.00pm	Our Big Plan Leadership Team Brief

Board of directors

Date	Time	Venue	Deadline for submission of papers
07/02/2019	1.30pm-5.30pm	Seminar Room 4, EC1, Royal Preston Hospital	29/01/2019
04/04/2019	1.30pm-5.30pm	Seminar Room A1, Chorley & South Ribble Hospital	26/03/2019
** 24/05/2019	9.30am-11.30am	Gordon Hesling Room, Royal Preston Hospital	20/05/2019
06/06/2019	1.30pm-5.30pm	Seminar Room 9, EC1, Royal Preston Hospital	28/05/2019
01/08/2019	1.30pm-5.30pm	Seminar Room A1, Chorley & South Ribble Hospital	23/07/2019
03/10/2019	1.30pm-5.30pm	Lecture Room 1, EC1, Royal Preston Hospital	24/09/2019
05/12/2019	1.30pm-5.30pm	Seminar Room A1, Chorley & South Ribble Hospital	26/11/2019

** *Not a public meeting; to sign off annual report and accounts*

Members	In attendance
Chairperson Non-Executive Directors Executive Directors	Company Secretary Committee Secretary (minutes)

Board workshop

Date	Time	Venue	Deadline for submission of papers
17/01/2019	1.30pm-4.00pm	Seminar Room 5, EC1, Royal Preston Hospital	08/01/2019
21/02/2019	1.30pm-4.00pm	Seminar Room C, EC3, Chorley & South Ribble Hospital	12/02/2019
21/03/2019	1.00pm-3.30pm	Gordon Hesling Room, Royal Preston Hospital	12/03/2019
18/04/2019	1.30pm-4.00pm	Seminar Room A1, Chorley & South Ribble Hospital	09/04/2019
16/05/2019	2.00pm-4.30pm	Gordon Hesling Room, Royal Preston Hospital	07/05/2019
18/06/2019	10.30am-1.00pm	Meeting Room 1, EC1, RPH	11/06/2019
16/07/2019	9.30am-12.00noon	Gordon Hesling Room, Royal Preston Hospital	09/07/2019
17/09/2019	10.00am-12.30pm	Lecture Hall, EC3, Chorley & South Ribble Hospital	10/09/2019
15/10/2019	12.00noon-2.30pm	Seminar Room 9, EC1, Royal Preston Hospital	08/10/2019
26/11/2019	12.30pm-3.00pm	Seminar Room A1, EC3, Chorley & South Ribble Hospital	12/11/2019

Members	In attendance
Chairperson Non-Executive Directors Executive Directors	Company Secretary

Non-executive directors' meeting

Date	Time	Venue
18/04/2019	4.00pm-5.00pm	Seminar Room A1, Chorley & South Ribble Hospital
18/06/2019	1.00pm-2.00pm	Meeting Room 1, EC1, Royal Preston Hospital
17/09/2019	12.30am-1.30pm	Lecture Hall, EC3, Chorley & South Ribble Hospital
15/10/2019	2.30pm-3.30pm	Seminar Room 9, EC1, Royal Preston Hospital

Members	In attendance
Chairperson Non-Executive Directors	-----

Audit committee

Date	Time	Venue	Deadline for submission of papers
18/01/2019	10.00am-12.00pm	Gordon Hesling Room, Royal Preston Hospital	10/01/2019
23/04/2019	10.00am-12.00pm	Meeting Room 1, EC1, Royal Preston Hospital	05/04/2019
** 17/05/2019	10.00am-12.00pm	Gordon Hesling Room, Royal Preston Hospital	09/05/2019
20/09/2019	10.00am-12.00pm	Gordon Hesling Room, Royal Preston Hospital	10/09/2019

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

Members	In attendance
Four Non-Executive Directors: <ul style="list-style-type: none">- Tim Watkinson (Chair)- Jeannette Newman- Ann Pennell- Jim Whitaker	Chief Executive Finance Director/Deputy Chief Executive Medical Director Assistant Finance Director Internal and External Audit representatives Company Secretary Director of Governance Committee Secretary (minutes)

Appointment, remuneration and terms of employment committee

Date	Time	Venue	Deadline for submission of papers
28/05/2019	10.00am-11.00am	Gordon Hesling Room, Royal Preston Hospital	20/05/2019
21/11/2019	4.00pm-5.00pm	Seminar Room A1, Chorley & South Ribble Hospital	12/11/2019

Please note - meetings are likely to be convened throughout the year as necessary

Members	In attendance (as required by the committee)
Chair All Non-Executive Directors	Chief Executive Strategy, Workforce and Education Director Company Secretary (minutes)

Education, training and research committee

Date	Time	Venue	Deadline for submission of papers
05/02/2019	10.00am-12.00pm	Gordon Hesling Room, Royal Preston Hospital	28/01/2019
09/04/2019	10.00am-12.00pm	Gordon Hesling Room, Royal Preston Hospital	01/04/2019
11/06/2019	12.00pm-2.00pm	Meeting Room 1, EC1, Royal Preston Hospital	03/06/2019
08/10/2019	12.00pm-2.00pm	Gordon Hesling Room, Royal Preston Hospital	30/09/2019
10/12/2019	12.00pm-2.00pm	Seminar Room 7, EC1, Royal Preston Hospital	02/12/2019

Members

Three Non-Executive Directors:
 - Paul O'Neill (Chair)
 - Sue Musson
 - Kate Smyth
 Chief Executive
 Nursing, Midwifery and AHPs Director
 Strategy, Workforce and Education Director
 Director of Continuous Improvement
 Director of Research (or, in his absence, the
 Head of Research and Innovation)
 Director of Undergraduate Medical Education
 Director of Postgraduate Medical Education

In attendance

Deputy Director Workforce & Organisational
 Development
 Head of Education
 Company Secretary
 Other Non-Executive Directors (optional)
 Committee Secretary (minutes)

Finance and performance committee

Date	Time	Venue	Deadline for submission of papers
22/01/2019	10.00am-1.00pm	Seminar Room 7, EC1, Royal Preston Hospital	14/01/2019
19/02/2019	2.00pm-5.00pm	Lecture Room 3, EC1, Royal Preston Hospital	11/02/2019
19/03/2019	2.00pm-5.00pm	Seminar Room 7, EC1, Royal Preston Hospital	11/03/2019
23/04/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	15/04/2019
21/05/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	13/05/2019
18/06/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	10/06/2019
23/07/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	15/07/2019
20/08/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	12/08/2019
17/09/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	09/09/2019
22/10/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	14/10/2019
19/11/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	11/11/2019
17/12/2019	2.00pm-5.00pm	Gordon Hesling Room, Royal Preston Hospital	09/12/2019

Members

Four Non-Executive Directors:

- Jeannette Newman (Chair)
- Geoff Rossington
- Tim Watkinson
- Jim Whitaker

Chief Executive

Finance Director/Deputy Chief Executive

Chief Operating Officer

Strategy, Workforce and Education Director

Medical Director or Nursing, Midwifery and AHPs Director (*50:50 shared attendance*)

Deputy Finance Director

In attendance

Financial Improvement Director

Company Secretary

Committee Secretary (minutes)

Integrated governance and risk group

Date	Time	Venue	Deadline for submission of papers
16/01/2019	11.00am-1.00pm	Meeting Room 1, EC1, Royal Preston Hospital	08/01/2019
20/02/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	12/02/2019
20/03/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	12/03/2019
17/04/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	09/04/2019
15/05/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	07/05/2019
19/06/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	11/06/2019
17/07/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	09/07/2019
21/08/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	13/08/2019
18/09/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	10/09/2019
16/10/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	08/10/2019
20/11/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	12/11/2019
18/12/2019	11.00am-1.00pm	Gordon Hesling Room, Royal Preston Hospital	10/12/2019

Members		In attendance
Deputy Chair (<i>to be confirmed</i>)	Assistant Finance Director	Representative from Internal Audit
Chief Operating Officer	Chief Pharmacist	Assurance and Regulations Manager
Medical Director (<i>Vice Chair</i>)	Chief Information Officer	
Nursing, Midwifery and AHPs Director (<i>Chair</i>)	Deputy Director of Workforce and OD	
Finance Director	Head of Education and Training	
Strategy, Workforce and Education Director	Associate Director of Governance	
Divisional Directors (Surgery/Medicine/DCS/E&F)	Associate Director of AHPs	
Director of Midwifery and Neonatal Nursing (or Deputy)	Business Intelligence Lead	
Director of Governance	Assistant Director Hotel Services	
Company Secretary	Patient representative	
	Non-Executive Director	

NB: There is an open invitation for the Chief Executive, Chair of the Trust and the Chair of the Safety and Quality Committee to attend

Safety and quality committee

Date	Time	Venue	Deadline for submission of papers
25/01/2019	12.30pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	17/01/2019
22/02/2019	12.30pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	14/02/2019
29/03/2019	12.30pm-2.30pm	Lecture Room 1, EC1, Royal Preston Hospital	21/03/2019
26/04/2019	12.30pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	18/04/2019
31/05/2019	12.30pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	23/05/2019
28/06/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	20/06/2019
26/07/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	18/07/2019
30/08/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	22/08/2019
27/09/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	19/09/2019
25/10/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	17/10/2019
29/11/2019	12.30pm-3.00pm	Gordon Hesling Room, Royal Preston Hospital	21/11/2019

Members

Four Non-Executive Directors:

- Ann Pennell (Chair)
- Sue Musson
- Paul O'Neill
- Kate Smyth

Chief Executive

Medical Director

Nursing, Midwifery and AHPs Director

Chief Operating Officer

Director of Continuous Improvement

In attendance

Company Secretary

Director of Governance

Associate Director of Governance

Other non-executive directors (optional)

Committee Secretary (minutes)

Workforce committee

Date	Time	Venue	Deadline for submission of papers
08/01/2019	09.30am-11.30am	Seminar Room A1, EC3, Chorley & South Ribble Hospital	30/12/2018
12/03/2019	09.30am-11.30am	Lecture Room 1, EC1, Royal Preston Hospital	04/03/2019
14/05/2019	12.00pm-2.00pm	Lecture Room 3, EC1, Royal Preston Hospital	03/05/2019
09/07/2019	12.00pm-2.00pm	Seminar Room 9, EC1, Royal Preston Hospital	01/07/2019
10/09/2019	12.00pm-2.00pm	Seminar Room A, EC3, Chorley & South Ribble Hospital	02/09/2019
12/11/2019	12.00pm-2.00pm	Gordon Hesling Room, Royal Preston Hospital	04/11/2019

Members

Three Non-Executive Directors:

- Jim Whittaker (Chair)
- Ann Pennell
- Kate Smyth

Workforce, Education and Strategy Director

Nursing, Midwifery and AHPs Director

Chief Operating Officer

Director of Continuous Improvement

In attendance

Deputy Director Workforce and Organisational Development

Strategic Workforce Business Partners

Medical Staffing Manager

Temporary Staffing Manager

Company Secretary

Committee Secretary (minutes)

Charitable funds committee

Date	Time	Venue	Deadline for submission of papers
05/03/2019	1.00pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	25/02/2019
11/06/2019	2.30pm-4.00pm	Gordon Hesling Room, Royal Preston Hospital	03/06/2019
10/09/2019	2.30pm-4.00pm	Seminar Room A, EC3, Chorley & South Ribble Hospital	02/09/2019
03/12/2019	1.00pm-2.30pm	Gordon Hesling Room, Royal Preston Hospital	25/11/2019

Members

Three Non-Executive Directors:

- Geoff Rossington (Chair)
- Jeannette Newman
- Kate Smyth

Finance Director/Deputy Chief Executive

Medical Director

Chief Officer, Rosemere Cancer Foundation

Baby Beat representative

In attendance

Company Secretary

Assistant Finance Director

Committee Secretary (minutes)

Annual members' meeting

Date	Time	Venue
30/10/2019	6.00pm-8.00pm	Banqueting Suite, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH

Attendance

Non-Executive Directors
Executive Directors

All other staff welcome to attend

Joint development session

Date	Time	Venue	Deadline for submission of papers
25/02/2019	10.00am-12.00pm	Lecture Hall, Chorley & South Ribble Hospital	15/02/2019
18/03/2019	2.00pm-4.00pm	Gordon Hesling Room, Royal Preston Hospital	11/03/2019
25/06/2019	10.00am-12.00pm	Lecture Room 1, EC1, Royal Preston Hospital	14/06/2019
24/09/2019	6.00pm-8.00pm	Lecture Room 3, EC1, Royal Preston Hospital	16/09/2019

Attendance

Board
Council members

Our Big Plan Leadership Team Brief

Date	Time	Venue	Deadline for submission of papers
28/01/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
25/02/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
25/03/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
29/04/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
03/06/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
24/06/2019	5.00pm-6.00pm	Lecture Room 1, EC1, Royal Preston Hospital	
29/07/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	
02/09/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	
30/09/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	
28/10/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	
25/11/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	
30/12/2019	4.00pm – 5.00pm	Lecture Theatre, EC1, Royal Preston Hospital	

Attendance

Senior leadership team

PLEASE NOTE:

There will be a two-way stream from the Lecture Theatre at Preston to the Lecture Hall at Chorley and South Ribble Hospital

