

Corporate calendar 2018

Version 5, June 2018



Please do not print!

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

- Board of directors
- Board subcommittees
- Board workshops
- Non-executive directors' meetings
- Appointment, remuneration and terms of employment (ARTE) committee
- Education, training and research committee
- Finance and investment committee
- Workforce committee
- Safety and quality committee
- Charitable funds committee
- Risk management committee
- Annual members' meeting

The most up to date version is version 5. If you have any queries, please contact the Company Secretary on 01772 522010.



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2018 overview

JANUARY 2018		
4	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
4	2.00pm – 2.30pm	Non-Executive Directors' meeting
9	9.30am – 11.30am	Workforce Committee
17	11.30am – 1.00pm	Risk Management Committee
19	10.00am – 12.00pm	Audit Committee
23	3.00pm – 5.00pm	Finance and Investment Committee
24	10.00am – 1.00pm	Board workshop (extraordinary)
25	9.00am – 11.00am	Board Workshop
26	12.30pm – 2.30pm	Safety and Quality Committee
29	9.00am – 1.00pm	Board workshop (extraordinary)
MARCH 2018		
1	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
1	2.00pm – 2.30pm	Non-Executive Directors' meeting
6	1.00pm – 2.30pm	Charitable funds committee
13	9.30am – 11.30am	Workforce Committee
20	3.00pm – 5.00pm	Finance and Investment Committee
21	11.30am – 1.00pm	Risk Management Committee
22	10.00am – 12.30pm	Board Workshop
23	12.30pm to 2.30pm	Safety and Quality Committee

FEBRUARY 2018		
1	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
1	2.00pm – 2.30pm	Non-Executive Directors' meeting
6	10.00am – 12.00pm	Education, Training and Research Committee
20	10.00am – 12.30pm	Board Workshop
20	3.00pm – 5.00pm	Finance and Investment Committee
21	11.30am – 1.00pm	Risk Management Committee
23	12.30pm – 2.30pm	Safety and Quality Committee
APRIL 2018		
5	10.00am – 2.00pm	Board of Directors (part I public meeting is 10.00am – 1.00pm)
5	2.00pm – 2.30pm	Non-Executive Directors' meeting
10	10.00am – 12.00pm	Education, Training and Research Committee
12	10.00am – 12.00pm	Audit Committee
17	3.00pm – 5.00pm	Finance and Investment Committee
18	11.30am – 1.00pm	Risk Management Committee
19	9.00am to 11.00am	Board Workshop
27	12.30pm – 2.30pm	Safety and Quality Committee

MAY 2018		
3	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
3	2.00pm – 2.30pm	Non-Executive Directors' meeting
22	3.00pm – 5.00pm	Finance and Investment Committee
16	11.30am – 1.00pm	Risk Management Committee
17	10.00am to 12.30pm	Board Workshop
18	10.00am – 12.00pm	Audit Committee
25	9.00am – 11.00am	Extraordinary Board meeting (approval of year end accounts)
25	12.30pm – 2.30pm	Safety and Quality Committee
JULY 2018		
5	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
5	2.00pm – 2.30pm	Non-Executive Directors' meeting
10	9.30am – 11.00am	Workforce Committee
24	3.00pm – 5.00pm	Finance and Investment Committee
18	11.30am – 1.00pm	Risk Management Committee
20	10.00am – 12.30pm	Board Workshop
27	12.30pm – 2.30pm	Safety and Quality Committee
SEPTEMBER 2018		
4	1.00pm – 2.30pm	Charitable funds committee
6	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
6	2.00pm – 2.30pm	Non-Executive Directors' meeting
18	3.00pm – 5.00pm	Finance and Investment Committee
19	11.30am – 1.00pm	Risk Management Committee
20	10.00am – 12.30pm	Board Workshop
28	10.00am – 12.00pm	Audit Committee
28	12.30pm – 2.30pm	Safety and Quality Committee

JUNE 2018		
7	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
7	2.00pm – 2.30pm	Non-Executive Directors' meeting
12	10.00am – 12.00pm	Education, Training and Research Committee
19	1.30pm – 3.00pm	Charitable funds committee
19	3.00pm – 5.00pm	Finance and Investment Committee
20	11.30am – 1.00pm	Risk Management Committee
21	9.00am to 11.00am	Board Workshop
29	12.30pm – 2.30pm	Safety and Quality Committee
AUGUST 2018		
2	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
2	2.00pm – 2.30pm	Non-Executive Directors' meeting
15	11.30am – 1.00pm	Risk Management Committee
21	3.00pm – 5.00pm	Finance and Investment Committee
31	12.30pm – 2.30pm	Safety and Quality Committee
OCTOBER 2018		
3	6.00pm – 8.00pm	Annual members' meeting
4	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
4	2.00pm – 2.30pm	Non-Executive Directors' meeting
9	10.00am – 12.00pm	Education, Training and Research Committee
17	11.30am – 1.00pm	Risk Management Committee
18	10.00am – 12.30pm	Board Workshop
23	3.00pm – 5.00pm	Finance and Investment Committee
26	12.30pm – 2.30pm	Safety and Quality Committee

NOVEMBER 2018

1	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
1	2.00pm – 2.30pm	Non-Executive Directors' meeting
13	9.30am – 11.00am	Workforce Committee
15	10.00am – 12.30pm	Board Workshop
20	3.00pm – 5.00pm	Finance and Investment Committee
21	11.30am – 1.00pm	Risk Management Committee
30	12.30pm – 2.30pm	Safety and Quality Committee

DECEMBER 2018

4	1.00pm – 2.30pm	Charitable funds committee
6	10.00am – 2.00pm	Board of Directors (part 1 public meeting is 10.00am – 1.00 pm)
6	2.00pm – 2.30pm	Non-Executive Directors' meeting
11	10.00am – 12.00pm	Education, Training and Research Committee
18	3.00pm – 5.00pm	Finance and Investment Committee
19	11.30am – 1.00pm	Risk Management Committee

Board of directors

Date	Time	Venue	Deadline for submission of papers
04/01/2018	10:00am – 2:00pm	Gordon Hesling Room, Royal Preston Hospital	25/12/2018
01/02/2018	10:00am – 2:00pm	Seminar Room A1, Chorley & South Ribble Hospital	22/01/2018
01/03/2018	10:00am – 2:00pm	Gordon Hesling Room, Royal Preston Hospital	19/02/2018
05/04/2018	10:00am – 2:00pm	Seminar Room A1, Chorley & South Ribble Hospital	26/03/2018
03/05/2018	10:00am – 2:00pm	Gordon Hesling Room, Royal Preston Hospital	23/04/2018
** 25/05/2018	9:00am – 11:00am	Gordon Hesling Room, Royal Preston Hospital	22/05/2018
07/06/2018	10:00am – 2:00pm	Seminar Room C, Chorley & South Ribble Hospital	28/05/2018
05/07/2018	10:00am – 2:00pm	Seminar Room 9, Health Academy 1, Royal Preston Hospital	25/06/2018
02/08/2018	10:00am – 2:00pm	Seminar Room A1, Chorley & South Ribble Hospital	23/07/2018
06/09/2018	10:00am – 2:00pm	Gordon Hesling Room, Royal Preston Hospital	27/08/2018
04/10/2018	10:00am – 2:00pm	Seminar Room A1, Chorley & South Ribble Hospital	24/09/2018
01/11/2018	10:00am – 2:00pm	Gordon Hesling Room, Royal Preston Hospital	22/10/2018
06/12/2018	10:00am – 2:00pm	Seminar Room A1, Chorley & South Ribble Hospital	26/11/2018

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

Members	In attendance
Chairman	Director of Workforce and Education
Non-Executive Directors	Company Secretary
Executive Directors	Committee Secretary (minutes)

Board workshop

Date	Time	Venue	Deadline for submission of papers
24/01/2018	10:00am – 1.00pm	Conference Room at SMRC, Preston Business Centre	16/01/2018
25/01/2018	9:00am – 11:00am [TBC]	Gordon Hesling Room, Royal Preston Hospital	17/01/2018
29/01/2018	9:00am – 1:00pm	Lecture Room 3, Health Academy 1, Royal Preston Hospital	23/01/2018
20/02/2018	10:00am – 12:30pm	Conference Room at SMRC, Preston Business Centre	12/02/2018
22/03/2018	10:00am – 12:30pm	Meeting Room 1, EC1, Royal Preston Hospital	14/03/2018
19/04/2018	9.00am – 11.00am	Seminar Room A, EC3, Chorley & South Ribble Hospital	11/04/2018
17/05/2018	10:00am – 12:30pm	Gordon Hesling Room, Royal Preston Hospital	09/05/2018
21/06/2018	9.00am – 11.00am	Seminar Room D, EC3, Chorley & South Ribble Hospital	13/06/2018
20/07/2018	10:00am – 12:30pm	Gordon Hesling Room, Royal Preston Hospital	11/07/2018
20/09/2018	10:00am – 12:30pm	Seminar Room C, EC3, Chorley & South Ribble Hospital	12/09/2018
18/10/2018	10:00am – 12:30pm	Seminar Room 9, EC1, Royal Preston Hospital	10/10/2018
15/11/2018	10:00am – 12:30pm	Seminar Room A, EC3, Chorley & South Ribble Hospital	07/11/2018

Members

Chairman
 Non-Executive Directors
 Executive Directors

In attendance

Director of Workforce and Education
 Company Secretary
 Committee Secretary (minutes)

Non-executive directors' meeting

Date	Time	Venue
04/01/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
01/02/2018	2:00pm – 2:30pm	Seminar Room A1, Chorley & South Ribble Hospital
01/03/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
05/04/2018	2:00pm – 2:30pm	Seminar Room A1, Chorley & South Ribble Hospital
03/05/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
07/06/2018	2:00pm – 2:30pm	Seminar Room C, Chorley & South Ribble Hospital
05/07/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
02/08/2018	2:00pm – 2:30pm	Seminar Room A1, Chorley & South Ribble Hospital
06/09/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
04/10/2018	2:00pm – 2:30pm	Seminar Room A1, Chorley & South Ribble Hospital
01/11/2018	2:00pm – 2:30pm	Gordon Hesling Room, Royal Preston Hospital
06/12/2018	2:00pm – 2:30pm	Seminar Room A1, Chorley & South Ribble Hospital

Members	In attendance
Chairman Non-Executive Directors	-----

Audit committee

Date	Time	Venue	Deadline for submission of papers
19/01/2018	10:00am – 12:00pm	Seminar Room 7, EC1, Royal Preston Hospital	11/01/2018
12/04/2018	10:00am – 12:00pm	Seminar Room 9, EC1, Royal Preston Hospital	04/04/2018
**18/05/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	10/05/2018
28/09/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	20/09/2018

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

Members	In attendance
Three Non-Executive Directors: <ul style="list-style-type: none">- Tim Watkinson (Chair)- Jeannette Newman- Jim Whitaker	Chief Executive Finance Director/Deputy Chief Executive Nursing & Midwifery Director Internal and External Audit representatives Company Secretary Committee Secretary (minutes) Other Non-Executive Directors (optional)

Appointment, remuneration and terms of employment committee

Date	Time	Venue	Deadline for submission of papers
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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 Director of Workforce and Education Company Secretary (minutes)

Education, training and research committee

Date	Time	Venue	Deadline for submission of papers
06/02/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	29/01/2018
10/04/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	03/04/2018
12/06/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	04/06/2018
09/10/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	01/10/2018
11/12/2018	10:00am – 12:00pm	Gordon Hesling Room, Royal Preston Hospital	03/12/2018

Members

Two Non-Executive Directors:
 - Tony Gatrell (Chair)
 - Sue Musson
 Chief Executive
 Medical Director
 Operations Director
 Nursing and Midwifery Director
 Director of Workforce and Education
 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

Committee Secretary (minutes)
 Head of Risk Management Training
 Deputy Director Workforce & Organisational
 Development
 Head of Clinical Education
 Head of Placement and Student Support Contracts and
 Business Manager
 Head of Performance and Quality Assurance
 Company Secretary
 Other Non-Executive Directors (optional)

Finance and investment committee

Date	Time	Venue	Deadline for submission of papers
23/01/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	08/01/2018
20/02/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	12/02/2018
20/03/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	12/03/2018
17/04/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	09/04/2018
22/05/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	14/05/2015
19/06/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	11/06/2018
24/07/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	16/07/2018
21/08/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	13/08/2018
18/09/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	10/09/2018
23/10/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	15/10/2018
20/11/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	12/11/2018
18/12/2018	3:00pm – 5:00pm	Gordon Hesling Room, Royal Preston Hospital	10/12/2018

Members

Chairman
Non-Executive Directors
Executive Directors
Director of Workforce and Education
Deputy Finance Director
Head of Transformation and Business Delivery

In attendance

Committee Secretary (minutes)
Company Secretary

Risk management committee

Date	Time	Venue	Deadline for submission of papers
17/01/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	09/01/2018
21/02/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	13/02/2018
21/03/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	13/03/2018
18/04/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	10/04/2018
16/05/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	08/05/2018
20/06/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	12/06/2018
18/07/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	10/07/2018
15/08/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	07/08/2018
19/09/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	11/09/2018
17/10/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	09/10/2018
21/11/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	13/11/2018
19/12/2018	11:30am – 1:00pm	Gordon Hesling Room, Royal Preston Hospital	11/12/2018

Members

Chief Executive
 Medical Director
 Nursing & Midwifery Director
 Finance Director/Deputy Chief Executive
 Operations Director
 Director of Workforce and Education
 Director of Governance
 Divisional representation

In attendance

[To be confirmed] (minutes)
 Internal Audit representative
 External Audit representative
 (Non-executive director attendance not required)

Safety and quality committee

Date	Time	Venue	Deadline for submission of papers
26/01/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	18/01/2018
23/02/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	15/02/2018
23/03/2018	12.30pm – 2.30 pm	Gordon Hesling Room, Royal Preston Hospital	15/03/2018
27/04/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	19/04/2018
25/05/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	17/05/2018
29/06/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	21/06/2018
27/07/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	19/07/2018
31/08/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	23/08/2018
28/09/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	20/09/2018
26/10/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	18/10/2018
30/11/2018	12.30pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	22/11/2018

Members

Three Non-Executive Directors:

- Alastair Campbell (Chair)
- Jim Whitaker
- Michael Welsh

Chief Executive

Medical Director

Nursing & Midwifery Director

Finance Director/Deputy Chief Executive

Operations Director

Director of Workforce and Education

Associate Medical Director

Associate Director of Quality

Director of Infection Prevention and Control

In attendance

Company Secretary

Committee Secretary (minutes)

Director of Governance

Other non-executive directors (optional)

Workforce committee

Date	Time	Venue	Deadline for submission of papers
09/01/2018	9:30am – 11:30am	Seminar Room C, Health Academy 3, Chorley & South Ribble Hospital	02/01/2018
13/03/2018	9:30am – 11:30am	Seminar Room C, Health Academy 3, Chorley & South Ribble Hospital	05/03/2018
10/07/2018	9:30am – 11:30am	Seminar A1, Health Academy 3, Chorley & South Ribble Hospital	02/07/2018
13/11/2018	9:30am – 11:30am	Seminar Room C, Health Academy 3, Chorley & South Ribble Hospital	05/11/2018

Members

Three Non-Executive Directors:

- Jeannette Newman (Chair)
- Sue Musson
- Michael Welsh

Director of Workforce and Education

Chief Executive

Nursing and Midwifery Director

Medical Director

Operations Director

In attendance

Deputy Director Workforce and Organisational Development

Strategic Workforce Business Partners

Medical Workforce Manager

Workforce Information Manager

Company Secretary

Committee Secretary (minutes)

Other non-executive directors (optional)

Charitable funds committee

Date	Time	Venue	Deadline for submission of papers
06/03/2018	1.00pm – 2.30pm	Lecture Room 3, Health Academy 1, Royal Preston Hospital	26/02/2018
19/06/2018	1.30pm – 3.00pm	Gordon Hesling Room, Royal Preston Hospital	04/06/2018
04/09/2018	1.00pm – 2.30pm	Seminar Room 9, Health Academy 1, Royal Preston Hospital	28/08/2018
04/12/2018	1.00pm – 2.30pm	Gordon Hesling Room, Royal Preston Hospital	26/11/2018

Members

Two Non-Executive Directors:

- Geoff Rossington (Chair)
- Jeannette Newman and/or Sue Musson

Finance Director

Chief Officer, Rosemere Cancer Foundation

Nursing and Midwifery Director

Medical Director

Baby Beat representative

In attendance

Company Secretary

Assistant Finance Director

Committee Secretary (minutes)

Annual members' meeting

Provisional Date	Time	Venue
3 October 2018	6.00pm – 8.00pm	<i>[Venue to be confirmed]</i>

Attendance

Non-Executive Directors
Executive Directors

All other staff are welcome to attend

