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NHS

**Lancashire Teaching
Hospitals**

NHS Foundation Trust

Corporate and Governors' Calendar 2022-23

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 Sessions
- 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, SUBGROUPS, JOINT SESSIONS AND ANNUAL MEMBERS' MEETING:

- Care and Safety Subgroup
- Chairs, Deputy Chairs and Lead Governor
- Council Development Sessions
- Council of Governors
- Council Workshops
- Membership Subgroup
- Nominations Committee

- Joint Board and Council Development Sessions
- Annual Members' Meeting

If you have any queries, please contact Corporate Affairs by email:

company.secretary@lthtr.nhs.uk

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2022-23 Overview

The venues in the Calendar will be kept under constant review and a revised version published on the Trust's website on a regular basis.

APRIL 2022		
01	1.00pm – 4.00pm	Council Workshop
04	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
04	2.00pm – 4.00pm	Membership Subgroup
05	1.00pm – 3.30pm	Board Development Session
07	1.00pm – 6.00pm	Board of Directors
12	1.00pm – 3.00pm	Education, Training and Research Committee
26	10.00am – 1.00pm	Council of Governors
26	2.00pm – 5.00pm	Finance and Performance Committee
28	10.30am – 1.00pm	Audit Committee
29	12.30pm – 3.00pm	Safety and Quality Committee

JUNE 2022		
06	2.00pm – 4.00pm	Membership Subgroup
07	2.00pm – 4.30pm	Board Development Session
09	1.00pm – 6.00pm	Board of Directors
15	12.00pm – 2.00pm	Education, Training and Research Committee
16	10.30am – 1.00pm	Audit Committee
21	1.00pm – 2.30pm	Charitable Funds Committee
24	12.30pm – 3.00pm	Safety and Quality Committee
28	2.00pm – 5.00pm	Finance and Performance Committee

MAY 2022		
10	1.00pm – 3.00pm	Workforce Committee
12	10.00am – 1.00pm	Council Development Session
16	10.00am – 12.30pm	Care and Safety Subgroup
17	1.00pm – 3.30pm	Board Workshop
19	12.00pm – 1.00pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
24	2.00pm – 5.00pm	Finance and Performance Committee
27	12.30pm – 3.00pm	Safety and Quality Committee

JULY 2022		
04	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
05	2.00pm – 4.30pm	Board Workshop
08	1.00pm – 4.00pm	Council Workshop
12	1.00pm – 3.00pm	Workforce Committee
14	1.00pm – 3.30pm	Care and Safety Subgroup
26	2.00pm – 5.00pm	Finance and Performance Committee
28	11.00am – 12.30pm	Nominations Committee
28	1.00pm – 4.00pm	Council of Governors
29	12.30pm – 3.00pm	Safety and Quality Committee

AUGUST 2022		
02	2.00pm – 4.30pm	Board Development Session
04	1.00pm – 6.00pm	Board of Directors
08	2.00pm – 4.00pm	Membership Subgroup
09	1.00pm – 3.00pm	Education, Training and Research Committee
23	2.00pm – 5.00pm	Finance and Performance Committee <i>cancelled</i>
26	12.30pm – 3.00pm	Safety and Quality Committee

SEPTEMBER 2022		
06	2.00pm – 4.30pm	Board Workshop
08	1.00pm – 4.00pm	Council Development Session
13	1.00pm – 3.00pm	Workforce Committee
19	10.00am – 12.30pm	Care and Safety Subgroup
20	1.00pm – 2.30pm	Charitable Funds Committee
20	6.00pm – 8.00pm	Joint Board and Council Development Session
22	10.30am – 1.00pm	Audit Committee
27	2.00pm – 5.00pm	Finance and Performance Committee
30	12.30pm – 3.00pm	Safety and Quality Committee

OCTOBER 2022		
03	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
04	2.00pm – 4.30pm	Board Development Session
06	1.00pm – 6.00pm	Board of Directors
10	2.00pm – 4.00pm	Membership Subgroup
11	1.00pm – 3.00pm	Education, Training and Research Committee
12	6.00pm – 8.00pm	Annual Members' Meeting
13	6.00pm – 8.00pm	Council Workshop
18	12.00pm – 1.00pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
18	2.00pm – 5.00pm	Finance and Performance Committee

NOVEMBER 2022		
01	2.00pm – 4.30pm	Board Workshop
03	10.00am – 1.00pm	Council of Governors
04	12.30pm – 3.00pm	Safety and Quality Committee
08	1.00pm – 3.00pm	Workforce Committee
22	2.00pm – 5.00pm	Finance and Performance Committee
24	1.00pm – 3.30pm	Care and Safety Group
25	12.30pm – 3.00pm	Safety and Quality Committee

DECEMBER 2022		
01	1.00pm – 6.00pm	Board of Directors
05	2.00pm – 4.00pm	Membership Subgroup
06	2.00pm – 4.30pm	Board Development Session
06	6.00pm – 8.00pm	Council Development Session
13	1.00pm – 3.00pm	Education, Training and Research Committee
20	10.30am – 12.00pm	Charitable Funds Committee
20	2.00pm – 5.00pm	Finance and Performance Committee

JANUARY 2023		
06	12.30pm – 3.00pm	Safety and Quality Committee
09	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
10	1.00pm – 3.00pm	Workforce Committee
16	10.00am – 12.30pm	Care and Safety Subgroup
17	2.00pm – 4.30pm	Board Workshop
18	10.00am – 12.30pm	Audit Committee
24	2.00pm – 5.00pm	Finance and Performance Committee
26	1.00pm – 4.00pm	Council of Governors
27	12.30pm – 3.00pm	Safety and Quality Committee

FEBRUARY 2023		
02	1.00pm – 6.00pm	Board of Directors
06	2.00pm – 4.00pm	Membership Subgroup
07	2.00pm – 4.30pm	Board Development Session
09	10.00am – 1.00pm	Council Workshop
14	1.00pm – 3.00pm	Education, Training and Research Committee
23	12.00pm – 1.00pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
24	12.30pm – 3.00pm	Safety and Quality Committee
28	2.00pm – 5.00pm	Finance and Performance Committee

MARCH 2023		
07	2.00pm – 4.30pm	Board Workshop
10	12.30pm – 2.00pm	Council Development Session
14	1.00pm – 3.00pm	Workforce Committee
21	1.00pm – 2.30pm	Charitable Funds Committee
23	1.00pm – 3.30pm	Care and Safety Subgroup
28	2.00pm – 5.00pm	Finance and Performance Committee
31	10.00am – 12.00pm	Membership Subgroup
31	12.30pm – 3.00pm	Safety and Quality Committee

Appointments, Remuneration and Terms of Employment (ARTE) Committee

Date	Time	Venue	Final date for receipt of reports:
19/05/2022	12.00pm – 1.00pm	Virtually using Microsoft Teams	12/05/2022
18/10/2022	12.00pm – 1.00pm	Virtually using Microsoft Teams	11/10/2022
23/02/2023	12.00pm – 1.00pm	Virtually using Microsoft Teams	16/02/2023

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

Audit Committee

Date	Time	Venue	Final date for receipt of reports:
28/04/2022	10.30am – 1.00pm	Virtually using Microsoft Teams	21/04/2022
** 16/06/2022	10.30am – 1.00pm	Virtually using Microsoft Teams	09/05/2022
22/09/2022	10.30am – 1.00pm	Virtually using Microsoft Teams	15/09/2022
18/01/2023	10.00am – 12.30pm	Virtually using Microsoft Teams	11/01/2023

** *To approve the 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 Associate Director of Governance Company Secretary Corporate Affairs Officer (minutes)

Board Development Sessions

Date	Time	Venue	Final date for receipt of reports:
05/04/2022	1.00pm – 3.30pm	Virtually using Microsoft Teams	29/03/2022
07/06/2022	2.00pm – 4.30pm	Lecture Room 3, Education Centre 1, Royal Preston Hospital	31/05/2022
02/08/2022	2.00pm – 4.30pm	Virtually using Microsoft Teams	26/07/2022
04/10/2022	2.00pm – 4.30pm	Lecture Room 3, Education Centre 1, Royal Preston Hospital	27/09/2022
06/12/2022	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	29/11/2022
07/02/2023	2.00pm – 4.30pm	Lecture Room 3, Education Centre 1, Royal Preston Hospital	31/01/2023

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Strategy and Planning Director of Continuous Improvement Director of Communications and Engagement Chief Information Officer Deputy Director of Workforce and Organisational Development and/or External Facilitator Company Secretary Corporate Affairs Officer (notes and actions)

Board of Directors

Date	Time	Venue	Final date for receipt of reports:
07/04/2022	1.00pm – 6.00pm	Virtually using Microsoft Teams	31/03/2022
09/06/2022	1.00pm – 6.00pm	Virtually using Microsoft Teams	02/06/2022
04/08/2022	1.00pm – 6.00pm	Virtually using Microsoft Teams	28/07/2022
06/10/2022	1.00pm – 6.00pm	Virtually using Microsoft Teams	29/09/2022
01/12/2022	1.00pm – 6.00pm	Virtually using Microsoft Teams	24/11/2022
02/02/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	26/01/2023

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Strategy and Planning Director of Continuous Improvement Director of Communications and Engagement Chief Information Officer Company Secretary Associate Company Secretary (minutes)

Board Workshop

Date	Time	Venue	Final date for receipt of reports:
17/05/2022	1.00pm – 3.30pm	Virtually using Microsoft Teams	10/05/2022
05/07/2022	2.00pm – 4.30pm	Virtually using Microsoft Teams	28/06/2022
06/09/2022	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	30/08/2022
01/11/2022	2.00pm – 4.30pm	Lecture Room 3, Education Centre 1, Royal Preston Hospital	25/10/2022
17/01/2023	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	10/01/2023
07/03/2023	2.00pm – 4.30pm	Seminar Room A, Education Centre 3 Chorley & South Ribble Hospital	28/02/2023

Members	In attendance
Chairman Non-Executive Directors Executive Directors	Director of Strategy and Planning Director of Continuous Improvement Chief Information Officer Director of Communications and Engagement Company Secretary Corporate Affairs Officer (notes and actions)

Charitable Funds Committee

Date	Time	Venue	Final date for receipt of reports:
21/06/2022	1.00pm – 2.30pm	Virtually using Microsoft Teams	14/06/2022
20/09/2022	1.00pm – 2.30pm	Virtually using Microsoft Teams	13/09/2022
20/12/2022	10.30am – 12.00pm	Virtually using Microsoft Teams	13/12/2022
21/03/2023	1.00pm – 2.30pm	Virtually using Microsoft Teams	14/03/2023

Members	In attendance
Three Non-Executive Directors: - Kate Smyth (Chair) - Victoria Crocken - Tricia Whiteside Finance Director/Deputy Chief Executive Medical Director Nursing, Midwifery and AHPs Director Chief Officer, Rosemere Cancer Foundation Head of Fundraising and Charity Governance	Assistant Finance Director Company Secretary Corporate Affairs Officer (minutes)

Education, Training and Research Committee

Date	Time	Venue	Final date for receipt of reports:
12/04/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/04/2022
15/06/2022	12.00pm – 2.00pm	Virtually using Microsoft Teams	08/06/2022
09/08/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	02/08/2022
11/10/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	04/10/2022
13/12/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/12/2022
14/02/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	07/02/2023

Members	In attendance
Three Non-Executive Directors: - Professor Paul O'Neill (Chair) - Victoria Crokken - Kate Smyth Nursing, Midwifery and AHPs Director 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 Corporate Affairs Officer (minutes)

Finance and Performance Committee

Date	Time	Venue	Final date for receipt of reports:
26/04/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	19/04/2022
24/05/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	17/05/2022
28/06/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	21/06/2022
26/07/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	19/07/2022
23/08/2022	2.00pm – 5.00pm	<i>Cancelled</i>	16/08/2022
27/09/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	20/09/2022
18/10/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	11/10/2022
22/11/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	15/11/2022
20/12/2022	2.00pm – 5.00pm	Virtually using Microsoft Teams	13/12/2022
24/01/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	17/01/2023
28/02/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	21/02/2023
28/03/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	21/03/2023

Members		In attendance
Three Non-Executive Directors:	Finance Director/Deputy Chief Executive	Chief Information Officer
- Tricia Whiteside (Chair)	Workforce and Education Director	Head of Planning
- Tim Watkinson	Medical Director or Nursing, Midwifery and AHPs Director	Company Secretary
- Jim Whitaker	(50:50 shared attendance)	Corporate Affairs Officer (minutes)
Chief Operating Officer	Deputy Finance Director	
	Director of Strategy and Planning	

Non-Executive Directors' meetings

Date	Time	Venue
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The Non-Executive Directors are scheduled to meet informally on a monthly basis and will review the frequency as required.

Members	In attendance
Chairman Non-Executive Directors	Chief Executive or Deputy Chief Executive/Finance Director

Safety and Quality Committee

Date	Time	Venue	Final date for receipt of reports:
29/04/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	22/04/2022
27/05/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	20/05/2022
24/06/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	17/06/2022
29/07/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	22/07/2022
26/08/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	19/08/2022
30/09/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	23/09/2022
04/11/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	28/10/2022
25/11/2022	12.30pm – 3.00pm	Virtually using Microsoft Teams	18/11/2022
06/01/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	30/12/2022
27/01/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	20/01/2023
24/02/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	17/02/2023
31/03/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	24/03/2023

Members	In attendance
Three Non-Executive Directors: - Ann Pennell (Chair) - Professor Paul O'Neill - Kate Smyth	Chief Operating Officer Medical Director Nursing, Midwifery and AHPs Director Director of Continuous Improvement
	Director of Performance and Quality (CCGs) Associate Director of Governance and Safety Associate Director of Risk and Assurance Company Secretary Corporate Affairs Officer (minutes)

Workforce Committee

Date	Time	Venue	Final date for receipt of reports:
10/05/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	03/05/2022
12/07/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/07/2022
13/09/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/09/2022
08/11/2022	1.00pm – 3.00pm	Virtually using Microsoft Teams	01/11/2022
10/01/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	03/01/2023
14/03/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	07/03/2023

Members	In attendance
Three Non-Executive Directors: - Jim Whitaker (Chair) - Victoria Crokken - Kate Smyth Nursing, Midwifery and AHPs Director Chief Operating Officer 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 (as required) Company Secretary Corporate Affairs Officer (minutes)

Care and Safety Subgroup

Date	Time	Venue	Final date for receipt of reports:
16/05/2022	10:00am - 12:30pm	Virtually using Microsoft Teams	09/05/2022
14/07/2022	1:00pm - 3:30pm	Virtually using Microsoft Teams	07/07/2022
19/09/2022	10:00am - 12:30pm	Virtually using Microsoft Teams	12/09/2022
24/11/2022	1:00pm - 3:30pm	Virtually using Microsoft Teams	17/11/2022
16/01/2023	10.00am - 12.30pm	Virtually using Microsoft Teams	09/01/2023
23/03/2023	1.00pm - 3:30pm	Virtually using Microsoft Teams	16/03/2023

Members	In attendance
Governors	Non-Executive Directors (Kate Smyth) Divisional Director of Facilities and Services Associate Director of Patient Quality, Experience and Engagement Patient Experience Lead Company Secretary Corporate Affairs Officer (minutes)

Chairs, Deputy Chairs and Lead Governor

Date	Time	Venue	Final date for receipt of reports:
04/04/2022	10.00am - 12.00pm	Virtually using Microsoft Teams	27/03/2022
04/07/2022	10.00am - 12.00pm	Virtually using Microsoft Teams	27/06/2022
03/10/2022	10.00am - 12.00pm	Virtually using Microsoft Teams	26/09/2022
09/01/2023	10.00am - 12.00pm	Virtually using Microsoft Teams	02/01/2023

Members	In attendance
Chairs and Deputy Chairs of Council Subgroups (or nominee) Lead Governor Chairman Chief Executive	Company Secretary Corporate Affairs Officer (minutes)

Council Development Sessions

Date	Time	Venue	Final date for receipt of reports:
12/05/2022	10.00am-1.00pm	Virtually using Microsoft Teams	05/05/2022
08/09/2022	1:00pm-4:00pm	Seminar Room A1, Chorley & South Ribble Hospital	01/09/2022
06/12/2022	6:00pm-8:00pm	Gordon Hesling Room, Royal Preston Hospital	29/11/2022
10/03/2023	12.30pm – 2.00pm	Lecture Room 3, EC1, Royal Preston Hospital	03/03/2023

Members	In attendance
Chairman Governors	Executive Directors – <i>to be confirmed</i> Company Secretary Corporate Affairs Officer (notes and actions)

Council of Governors

Date	Time	Venue	Final date for receipt of reports:
26/04/2022	10.00am – 1.00pm	Virtually using Microsoft Teams	19/04/2022
28/07/2022	1.00pm – 4.00pm	Virtually using Microsoft Teams	21/07/2022
03/11/2022	10.00am – 1.00pm	Virtually using Microsoft Teams	27/10/2022
26/01/2023	1.00pm – 4.00pm	Virtually using Microsoft Teams	19/01/2023

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

Council Workshops

Date	Time	Venue	Final date for receipt of reports:
01/04/2022	1:00pm-4:00pm	Virtually using Microsoft Teams	25/03/2022
08/07/2022	1:00pm-4:00pm	Virtually using Microsoft Teams	01/07/2022
13/10/2022	6:00pm-8:00pm	Gordon Hesling Room, Royal Preston Hospital	06/10/2022
09/02/2023	10.00am-1.00pm	Seminar Room A1, Chorley & South Ribble Hospital	02/02/2023

Members	In attendance
Chairman Governors	Chief Executive Company Secretary Corporate Affairs Officer (notes and minutes)

Membership Subgroup

Date	Time	Venue	Final date for receipt of reports:
04/04/2022	2.00pm - 4.00pm	Virtually using Microsoft Teams	28/03/2022
06/06/2022	2.00pm - 4.00pm	Virtually using Microsoft Teams	30/05/2022
08/08/2022	2.00pm - 4.00pm	Virtually using Microsoft Teams	01/08/2022
10/10/2022	2.00pm - 4.00pm	Virtually using Microsoft Teams	03/10/2022
05/12/2022	2.00pm - 4.00pm	Virtually using Microsoft Teams	28/11/2022
06/02/2023	2.00pm – 4.00pm	Virtually using Microsoft Teams	30/01/2023
31/03/2023	10.00am – 12.00m	Virtually using Microsoft Teams	24/03/2023

Members	In attendance
Governors	Non-Executive Director (Tricia Whiteside) Company Secretary Corporate Affairs Officer (minutes)

Nominations Committee

Date	Time	Venue	Final date for receipt of reports:
28/07/2022	11.00am – 12.30pm	Lecture Hall, EC3, Chorley & South Ribble Hospital	21/07/2022

Members	In attendance
Chairman Three Public Governors (<i>or their nominee</i>) One Appointed Governor (<i>or their nominee</i>)	Chief Executive Workforce and Education Director Company Secretary Corporate Affairs Officer (minutes)

Joint Board and Council Development Session

Date	Time	Venue	Final date for receipt of reports:
20/09/2022	6.00pm – 8.00pm	Lecture Hall, EC3, Chorley & South Ribble Hospital	13/09/2022

Members	In attendance
Chairman Non-Executive Directors Executive Directors Governors	Company Secretary Corporate Affairs Officer (notes and actions)

Annual Members' Meeting

Date	Time	Venue
12/10/2022	6.00pm – 8.00pm	Virtually using Microsoft Teams Live

Members	In attendance
Chairman Non-Executive Directors Executive Directors <i>All other staff welcome to attend</i>	Company Secretary Associate Company Secretary Corporate Affairs Officers

