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NHS

Lancashire Teaching
Hospitals

NHS Foundation Trust

Corporate and Governors' Calendar 2023-24

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 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, AND MISCELLANEOUS MEETINGS:

- Care and Safety Subgroup
- Chairs, Deputy Chairs and Lead Governor
- Council Training Sessions
- Council of Governors
- Membership Subgroup
- Nominations Committee
- Joint Board and Council Development Sessions
- Annual Members' Meeting
- Lancashire Hospitals Services Board

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

company.secretary@lthtr.nhs.uk

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2023-24 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 2023		
03	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor - cancelled
06	1.00pm – 6.00pm	Board of Directors
11	1.00pm – 3.00pm	Education, Training and Research Committee
18	10.00am – 12.00pm	Membership Subgroup - cancelled
20	10.30am – 1.00pm	Audit Committee
20	2.30pm – 4.00pm	Nominations Committee
20	5.30pm – 7.00pm	Joint Board and Council Development Session
25	2.00pm – 5.00pm	Finance and Performance Committee
27	1.00pm – 4.00pm	Council of Governors
28	12.30pm – 3.00pm	Safety and Quality Committee

MAY 2023		
02	2.00pm – 4.30pm	Board Workshop
09	1.00pm – 3.00pm	Workforce Committee
15	10.00am – 12.30pm	Care and Safety Subgroup
23	2.00pm – 5.00pm	Finance and Performance Committee
26	12.30pm – 3.00pm	Safety and Quality Committee

JUNE 2023		
01	1.00pm – 6.00pm	Board of Directors
06	2.00pm – 4.00pm	Membership Subgroup
13	1.00pm – 3.00pm	Education, Training and Research Committee
16	1.00pm – 2.00pm	Lancashire Hospitals Services (LHS) Board
20	1.00pm – 2.30pm	Charitable Funds Committee
22	10.00am – 1.00pm	Council Training Session
23	1.30pm – 4.00pm	Audit Committee
27	10.30am – 11.30am	Board of Directors
27	2.00pm – 5.00pm	Finance and Performance Committee
30	12.30pm – 3.00pm	Safety and Quality Committee

JULY 2023		
03	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
03	1.00pm – 2.30pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
06	1.00pm – 3.30pm	Care and Safety Subgroup
06	1.30pm – 3.00pm	Board Workshop
11	1.00pm – 3.00pm	Workforce Committee
25	8.30am – 9.30am	Nominations Committee
25	10.00am – 1.00pm	Council of Governors
25	2.00pm – 5.00pm	Finance and Performance Committee
28	12.30pm – 3.00pm	Safety and Quality Committee

AUGUST 2023		
03	1.00pm – 6.00pm	Board of Directors
07	2.00pm – 4.00pm	Membership Subgroup - <i>cancelled</i>
08	1.00pm – 3.00pm	Education, Training and Research Committee
11	1.00pm – 4.00pm	Council Training Session
22	2.00pm – 5.00pm	Finance and Performance Committee
25	12.30pm – 3.00pm	Safety and Quality Committee

SEPTEMBER 2023		
05	2.00pm – 4.30pm	Board Workshop
12	1.00pm – 3.00pm	Workforce Committee
15	1.00pm – 2.00pm	Lancashire Hospitals Services (LHS) Board
18	10.00am – 12.30pm	Care and Safety Subgroup
19	1.00pm – 2.30pm	Charitable Funds Committee
21	10.30am – 1.00pm	Audit Committee
21	2.00pm – 3.30pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
26	2.00pm – 5.00pm	Finance and Performance Committee
29	12.30pm – 3.00pm	Safety and Quality Committee

OCTOBER 2023		
05	10.00am – 12.00pm	Membership Subgroup
05	1.00pm – 6.00pm	Board of Directors
09	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
10	1.00pm – 3.00pm	Education, Training and Research Committee
11	6.00pm – 8.00pm	Annual Members' Meeting
17	2.00pm – 3.30pm	Joint Board and Council Development Session
24	2.00pm – 5.00pm	Finance and Performance Committee
27	12.30pm – 3.00pm	Safety and Quality Committee

NOVEMBER 2023		
02	1.00pm – 4.00pm	Council of Governors
07	2.00pm – 4.30pm	Board Workshop
14	1.00pm – 3.00pm	Workforce Committee
16	1.00pm – 3.30pm	Care and Safety Subgroup
24	12.30pm – 3.00pm	Safety and Quality Committee
28	2.00pm – 5.00pm	Finance and Performance Committee

DECEMBER 2023		
01	10.00am – 12.00pm	Membership Subgroup
07	1.00pm – 6.00pm	Board of Directors
12	1.00pm – 3.00pm	Education, Training and Research Committee
14	10.00am – 12.00pm	Council Training Session
15	1.00pm – 2.00pm	Lancashire Hospitals Services (LHS) Board
18	10.00am – 12.00pm	Chairs, Deputy Chairs and Lead Governor
19	10.30am – 12.00pm	Charitable Funds Committee
19	2.00pm – 5.00pm	Finance and Performance Committee

JANUARY 2024		
05	12.30pm – 3.00pm	Safety and Quality Committee
09	1.00pm – 3.00pm	Workforce Committee
15	10.00am – 12.30pm	Care and Safety Subgroup
16	2.00pm – 4.30pm	Board Workshop
18	10.30am – 1.00pm	Audit Committee
23	10.00am – 1.00pm	Council of Governors
23	2.00pm – 5.00pm	Finance and Performance Committee
26	12.30pm – 3.00pm	Safety and Quality Committee

FEBRUARY 2024		
01	1.00pm – 6.00pm	Board of Directors
05	2.00pm – 4.00pm	Membership Subgroup
13	1.00pm – 3.00pm	Education, Training and Research Committee
15	10.00am – 1.00pm	Council Training Session
23	12.30pm – 3.00pm	Safety and Quality Committee
27	2.00pm – 5.00pm	Finance and Performance Committee

MARCH 2024		
05	2.00pm – 4.30pm	Board Workshop
07	1.00pm – 3.30pm	Care and Safety Subgroup
12	1.00pm – 3.00pm	Workforce Committee
15	10.00am – 11.00am	Lancashire Hospitals Services (LHS) Board
15	1.00pm – 4.00pm	Council Training Session
19	1.00pm – 2.30pm	Charitable Funds Committee
21	10.30am – 12.00pm	Appointments, Remuneration and Terms of Employment (ARTE) Committee
22	12.30pm – 3.00pm	Safety and Quality Committee
26	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:
08/06/2023	10.30am – 12.00pm	Virtually using Microsoft Teams	01/06/2023
21/09/2023	2.00pm – 3.30pm	Virtually using Microsoft Teams	14/09/2023
21/03/2024	10.30am – 12.00pm	Virtually using Microsoft Teams	14/03/2024

Members	In attendance
Chairman Non-Executive Directors	Chief Executive Officer Chief People Officer Company Secretary Associate Company Secretary (minutes)

Audit Committee

Date	Time	Venue	Final date for receipt of reports:
20/04/2023	10.30am – 1.00pm	Virtually using Microsoft Teams	13/04/2023
** June 2023		<i>To be confirmed</i>	
21/09/2023	10.30am – 1.00pm	Virtually using Microsoft Teams	14/09/2023
18/01/2024	10.30am – 1.00pm	Virtually using Microsoft Teams	11/01/2024

** *To scrutinize the Annual Report and Accounts*

Members	In attendance
Four Non-Executive Directors: - Tim Watkinson (Chair) - Ann Pennell - Jim Whitaker - Tricia Whiteside	Chief Executive Officer (as required) Chief Finance Officer/Deputy Chief Executive Officer Operational Director of Finance Internal and External Audit representatives Associate Director of Risk and Assurance Company Secretary Corporate Affairs Officer (minutes)

Board of Directors

Date	Time	Venue	Final date for receipt of reports:
06/04/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	30/03/2023
01/06/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	25/05/2023
27/06/2023*	10.30am – 11.30am	Virtually using Microsoft Teams	20/06/2023
03/08/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	28/07/2023
05/10/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	27/09/2023
07/12/2023	1.00pm – 6.00pm	Virtually using Microsoft Teams	30/11/2023
01/02/2024	1.00pm – 6.00pm	Virtually using Microsoft Teams	25/01/2024

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

*27/06/2023 Part II Board meeting to approve the 2022-23 Annual Report and Accounts

Board Workshop

Date	Time	Venue	Final date for receipt of reports:
02/05/2023	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	25/04/2023
05/09/2023	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	29/08/2023
07/11/2023	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	31/10/2023
16/01/2024	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	09/01/2024
05/03/2024	2.00pm – 4.30pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	27/02/2024

Members	In attendance
Chairman Non-Executive Directors Chief Officers	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:
20/06/2023	1.00pm – 2.30pm	Virtually using Microsoft Teams	13/06/2023
19/09/2023	1.00pm – 2.30pm	Virtually using Microsoft Teams	12/09/2023
19/12/2023	10.30am – 12.00pm	Virtually using Microsoft Teams	12/12/2023
19/03/2024	1.00pm – 2.30pm	Virtually using Microsoft Teams	12/03/2024

Members	In attendance
Three Non-Executive Directors: - Kate Smyth (Chair) - Victoria Crokken - Tricia Whiteside Chief Nursing, Midwifery and AHP Officer	Operational Director of Finance Head of Fundraising and Charity Governance Head of Rosemere Director of Communications and Engagement Company Secretary Corporate Affairs Officer (minutes)

Education, Training and Research Committee

Date	Time	Venue	Final date for receipt of reports:
11/04/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	04/04/2023
13/06/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/06/2023
08/08/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	01/08/2023
10/10/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	03/10/2023
12/12/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/12/2023
13/02/2024	1.00pm – 3.00pm	Virtually using Microsoft Teams	06/02/2024

Members	In attendance
Three Non-Executive Directors: - Professor Paul O'Neill (Chair) - Victoria Crokken - Kate Smyth Chief Nursing, Midwifery and AHP Officer Chief People Officer	Director of Continuous Improvement Director of Research (<i>or in his absence the Head of Research and Innovation</i>) Deputy Medical Director for Professional Standards Deputy Director of Nursing, Midwifery and AHPs Operational Finance Director Dean of Undergraduate Medical Education Director of Postgraduate Medical Education Deputy Director of Education Deputy Director of Workforce Company Secretary Corporate Affairs Officer (minutes)

Finance and Performance Committee

Date	Time	Venue	Final date for receipt of reports:
25/04/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	18/04/2023
23/05/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	16/05/2023
27/06/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	20/06/2023
25/07/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	18/07/2023
22/08/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	15/08/2023
26/09/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	19/09/2023
24/10/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	17/10/2023
28/11/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	21/11/2023
19/12/2023	2.00pm – 5.00pm	Virtually using Microsoft Teams	12/12/2023
23/01/2024	2.00pm – 5.00pm	Virtually using Microsoft Teams	16/01/2024
27/02/2024	2.00pm – 5.00pm	Virtually using Microsoft Teams	20/02/2024
26/03/2024	2.00pm – 5.00pm	Virtually using Microsoft Teams	19/03/2024

Members	In attendance
Three Non-Executive Directors: - Tricia Whiteside (Chair) - Tim Watkinson - Jim Whitaker Chief Operating Officer Chief Finance Officer/Deputy Chief Executive Officer Chief People Officer	Operational Finance Director Director of Continuous Improvement Deputy Director of Nursing, Midwifery and AHPs Deputy Medical Director for Professional Standards Director of Strategy and Planning Chief Information Officer Company Secretary Corporate Affairs Officer (minutes)

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 Officer or Chief Finance Officer/Deputy Chief Executive Officer Company Secretary

Safety and Quality Committee

Date	Time	Venue	Final date for receipt of reports:
28/04/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	21/04/2023
26/05/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	19/05/2023
30/06/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	23/06/2023
28/07/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	21/07/2023
25/08/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	18/08/2023
29/09/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	22/09/2023
27/10/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	20/10/2023
24/11/2023	12.30pm – 3.00pm	Virtually using Microsoft Teams	17/11/2023
05/01/2024	12.30pm – 3.00pm	Virtually using Microsoft Teams	29/12/2023
26/01/2024	12.30pm – 3.00pm	Virtually using Microsoft Teams	19/01/2024
23/02/2024	12.30pm – 3.00pm	Virtually using Microsoft Teams	16/02/2024
22/03/2024	12.30pm – 3.00pm	Virtually using Microsoft Teams	22/03/2024

Members	In attendance
Three Non-Executive Directors: - Ann Pennell (Chair) - Professor Paul O'Neill - Kate Smyth	Chief Operating Officer Chief Medical Officer Chief Nursing, Midwifery and AHP Officer Director of Strategy and Planning Operational Finance Director Deputy Medical Director for Professional Standards Associate Director of Safety and Learning Associate Director of Risk and Assurance Senior Associate Director of Continuous Improvement Deputy Director of Nursing, Midwifery and AHPs Company Secretary Corporate Affairs Officer (minutes)

Workforce Committee

Date	Time	Venue	Final date for receipt of reports:
09/05/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	02/05/2023
11/07/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	04/07/2023
12/09/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/09/2023
14/11/2023	1.00pm – 3.00pm	Virtually using Microsoft Teams	07/11/2023
09/01/2024	1.00pm – 3.00pm	Virtually using Microsoft Teams	02/01/2024
12/03/2024	1.00pm – 3.00pm	Virtually using Microsoft Teams	05/03/2024

Members	In attendance
Three Non-Executive Directors: - Jim Whitaker (Chair) - Victoria Crokken - Kate Smyth Chief Nursing, Midwifery and AHP Officer Chief People Officer	Operational Finance Director Director of Communications and Engagement Deputy Medical Director for Professional Standards Deputy Chief Operating Officer Deputy Director of Workforce and Organisational Development Company Secretary Corporate Affairs Officer (minutes)

Care and Safety Subgroup

Date	Time	Venue	Final date for receipt of reports:
15/05/2023	10:00am - 12:30pm	Virtually using Microsoft Teams	08/05/2023
06/07/2023	1:00pm - 3:30pm	Virtually using Microsoft Teams	30/06/2023
18/09/2023	10:00am - 12:30pm	Virtually using Microsoft Teams	11/09/2023
16/11/2023	1:00pm - 3:30pm	Virtually using Microsoft Teams	09/11/2023
15/01/2024	10.00am - 12.30pm	Virtually using Microsoft Teams	08/01/2024
07/03/2024	1.00pm - 3:30pm	Virtually using Microsoft Teams	29/02/2024

Members	In attendance
Governors	Non-Executive Director (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:
03/04/2023	10.00am - 12.00pm	<i>Cancelled</i>	27/03/2023
03/07/2023	10.00am - 12.00pm	Virtually using Microsoft Teams	26/06/2023
09/10/2023	10.00am - 12.00pm	Virtually using Microsoft Teams	02/10/2023
18/12/2023	10.00am - 12.00pm	Virtually using Microsoft Teams	11/12/2023

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

Council Training Sessions

Date	Time	Venue	Final date for receipt of reports:
22/06/2023	10.00am-1.00pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	15/06/2023
11/08/2023	1:00pm-4:00pm	Seminar Room A1, Education Centre 3, Chorley & South Ribble Hospital	04/08/2023
14/12/2023	10.00am – 12.00pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	07/12/2023
15/02/2023	10.00am-1.00pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	08/02/2024
15/03/2024	1:00pm-4:00pm	Seminar Room A1, Education Centre 3, Chorley & South Ribble Hospital	08/03/2024

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:
27/04/2023	1.00pm – 4.00pm	Virtually using Microsoft Teams	20/04/2023
25/07/2023	10.00am – 1.00pm	Virtually using Microsoft Teams	18/07/2023
02/11/2023	1.00pm – 4.00pm	Virtually using Microsoft Teams	26/10/2023
23/01/2024	10.00am – 1.00pm	Virtually using Microsoft Teams	16/01/2024

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

Membership Subgroup

Date	Time	Venue	Final date for receipt of reports:
18/04/2023	10.00am – 12.00pm	<i>Cancelled</i>	n/a
06/06/2023	2.00pm - 4.00pm	Virtually using Microsoft Teams	29/05/2023
07/08/2023	2.00pm - 4.00pm	<i>Cancelled</i>	31/07/2023
05/10/2023	10.00am – 12.00pm	Virtually using Microsoft Teams	02/10/2023
01/12/2023	10.00am – 12.00pm	Virtually using Microsoft Teams	27/11/2023
05/02/2024	2.00pm – 4.00pm	Virtually using Microsoft Teams	30/01/2024

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

Nominations Committee

Date	Time	Venue	Final date for receipt of reports:
20/04/2023	2.30pm – 4.00pm	Virtually using Microsoft Teams	13/04/2023
25/07/2023	8.30am – 9.30am	Virtually using Microsoft Teams	18/07/2023

Members	In attendance
Chairman One Staff Governor <i>(or their nominee)</i> Two Public Governors <i>(or their nominee)</i> One Appointed Governor <i>(or their nominee)</i>	Chief Executive Officer Chief People Officer Company Secretary Corporate Affairs Officer (minutes)

Joint Board and Council Development Session

Date	Time	Venue	Final date for receipt of reports:
20/04/2023	5.30pm – 7.00pm	Lecture Room 1, Education Centre 1, Royal Preston Hospital	13/04/2023
17/10/2023	2.00pm – 3.30pm	Seminar Room A1, Education Centre 3, Chorley & South Ribble Hospital	10/10/2023

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

Annual Members' Meeting

Date	Time	Venue
11/10/2023	6.00pm – 8.00pm	Virtually using Microsoft Teams Live

Members	In attendance
Chairman Non-Executive Directors Chief Officers Director of Strategy and Planning Director of Continuous Improvement Chief Information Officer Director of Communications and Engagement	Communications Team Company Secretary Associate Company Secretary Corporate Affairs Officers
<i>All other staff welcome to attend</i>	

Lancashire Hospitals Services Board

Date	Time	Venue	Final date for receipt of reports:
16/06/2023	1.00pm - 2.00pm	Virtually using Microsoft Teams	09/06/2023
15/09/2023	1.00pm - 2.00pm	Virtually using Microsoft Teams	08/09/2023
15/12/2023	1.00pm - 2.00pm	Virtually using Microsoft Teams	08/12/2023
15/03/2024	10.00am - 11.00am	Virtually using Microsoft Teams	08/03/2024

Members	In attendance
Two Trust Non-Executive Directors: - Victoria Crocken - Jim Whitaker Trust Deputy Chief Executive Officer/Chief Finance Officer Trust Deputy Director of Workforce and OD Managing Director – LHS (Pharmacy) Limited	Operational Finance Director Trust's Assistant Finance Director Company Secretary Corporate Affairs Officer (minutes)

