Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

COUNCIL OF GOVERNORS
13th September 2011

TITLE	**Council Calendar 2012**
EXECUTIVE SUMMARY	A draft framework for meetings and seminars is attached. Once agreed, actual dates will be set.
The Council is asked to:	▪ Consider the framework. ▪ Consider the timings of Council of Governor formal meetings
Submitted by:	Jane Gear Head of Corporate Affairs
Date:	23rd August 2011
Decision:	For agreeing

Meeting Schedule

Under the Constitution the formal meetings of the Council of Governors will take place four times a year.

A draft timetable has been prepared for 2012 and includes a number of more informal sessions/seminars to which it is suggested the full Board members will be invited. Once the framework has been agreed then it can be populated with dates. Governors will be invited to propose topics for seminars.

Dates have been suggested to meet external submission requirements and continuing with the Tuesday and Wednesday model as agreed for year one.

Governors may wish to consider the timing of the formal meetings; currently this has been either 4.00-6.30 or 6.00-8.30.Meetings could continue like this or the afternoon session could be re scheduled say to 2.00 -4.30.

Coffee Sessions

These have been scheduled for months where there is no formal Council meeting and provide the Governors an opportunity to meet informally with the Chairman and Chief Executive. These will continue in 2012.

Jane Gear
Head of Corporate Affairs

Date	**Formal Council of Governors meeting and specific topics**	**Seminar/joint sessions with Board**
November 2011	No meeting	Planning Priorities Update on Epsom
7th December 2011	Formal meeting	
December 2011/January 2012		Review of first year Developing CoG objectives for 2012
February 2012	Draft Quality Accounts Appointment of Auditor	
March/April	No meeting	
May	Review Annual plan prior to Monitor submission	Seminar- content to be agreed possibly on the Annual plan
July	No meeting	Seminar- topic to be agreed e.g. The New World –Health and Social Care Bill/ What does Commissioning look like now?
September	Receive Annual Report and accounts	
	Annual General Meeting/Annual Members Meeting	
Oct/Nov	No meeting	Seminar-topic to be agreed
December	Formal meeting Review of Constitution	