

Board Business Programme 2020/21 (Dates subject to change)

Item	Exec Lead	2020		2021					
		Sep	Nov	Jan	Mar	May	Jul	Sep	Nov
<i>Submission of Papers</i>		2 nd	4 th	6 th	3 rd	5 th	7 th	1 st	3 rd
<i>Board of Director Meeting Dates 2020</i>		9 th	11 th	13 th	10 th	12 th	14 th	8 th	10 th
<i>Quarterly reporting schedule</i>		Q1	Q2		Q3	Q4		Q1	Q2
Standing Items									
Experience Story		Service User	Carer	Staff	Service User	Carer	Staff	Service User	Carer
Chair's Report (ad hoc)		X	X	X	X	X	X	X	X
Chief Executive's Report (ad hoc)	JD	X	X	X	X	X	X	X	X
Board Business Programme	DW	X	X	X	X	X	X	X	X
Committee Reports		X	X	X	X	X	X	X	X
Governor/Membership Matters		X	X	X	X	X	X	X	X
Care Quality Commission									
Back to Good Programme	MH	X	X	X	X	X	X	X	X
Well-Led Development Programme	DW	X	X		X		X	X	X
Covid-19									
Covid-19 Gold Command Report (as hoc)	BM	X	X	X	X	X	X	X	X
Quality									
Quality Report	MH	X	X	X	X	X	X	X	X
Quality Account	MH					X			
Performance/Compliance									
Performance Report	PE	X	X	X	X	X	X	X	X
Eliminating Mixed Sex Accommodation Compliance	MF					X			
Emergency Preparedness, Resilience and Response Report	BM	X						X	
Fit and Proper Person Declaration	DW						X		
Gender Pay Gap Report	CP					X			
PLACE Report	PE		X						X
Workforce Disability Equality Standard	CP		X						X

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Quarterly reporting schedule		Q1	Q2		Q3	Q4		Q1	Q2
Annual reporting									
Annual Accounts	PE				X	X			
Annual Governance Statement	DW					X			
Annual Members' Meeting Notification	DW						X		
Annual Report	DW					X			
Equality and Human Rights Report	CP	✗	X defer from Sept					X	
Register of Sealings	DW					X			
Register of Interests, Register of Hospitality, Sponsorship & Gifts	DW	X						X	
Review of SFIs/SOs	PE	X						X	
Controlled Drugs Accountable Officer Annual Report	MH						X		
Infection, Prevention and Control Annual Report	BM	X						X	
Medical Appraisal and Revalidation Annual Report	MH	X						X	
Safeguarding Adults/Children Annual Report	BM	✗	X defer from Sept					X	
Workforce Race Equality Standard	CP	X						X	
Other regular reporting									
Associate Mental Health Act Managers	MH	X	X		X	X		X	X
Guardian of Safe Working	MH	X	X		X	X		X	X
Medicines Safety Report	MH	X	X		X	X		X	X
Mortality Review	MH	X	X		X	X		X	X
Freedom to Speak Up Guardian Report	DW		X			X			X
Staff Survey Results and Action Plan	CP	X			X			X	
Corporate Risk Register	DW	X	X		X		X	X	X