

Board Business Programme 2021 (Dates subject to change)

		2021					
Item	Exec Lead	Jan	Mar	May	Jul	Sep	Nov
<i>Submission of Papers</i>		6 th	3 rd	5 th	7 th	1 st	3 rd
<i>Board of Director Meeting Dates 2020</i>		13 th	10 th	12 th	14 th	8 th	10 th
<i>Quarterly reporting schedule</i>			Q3	Q4		Q1	Q2
Standing Items							
Experience Story		Staff	Service User	Carer	Staff	Service User	Carer
Chair's Report (ad hoc)	MP	X	X	X	X	X	X
Chief Executive's Report (ad hoc)	JD	X	X	X	X	X	X
Board Business Programme	DW	X	X	X	X	X	X
Board Committee Reports		X	X	X	X	X	X
Governor/Membership Matters		X	X	X	X	X	X
Strategic Objective 1 Covid : Getting through safely							
Covid-19 Gold Command Report (as hoc)	BM	X	X	X	X	X	X
Strategic Objective 2 CQC Getting Back to Good							
Back to Good Programme	MH	X	X	X	X	X	X
Well-Led Development Programme	DW		X	X		X	X
Integrated Quality and Performance Report	BM/PE	X	X	X	X	X	X
Strategic Objective 3 Transformation : Changing things what will make a difference							
People							
Fit and Proper Person Declaration	DW				X		
Gender Pay Gap Report	CP			X			
Workforce Disability Equality Standard (WDES)	CP					X	
Equality and Human Rights Report	CP					X	
Workforce Race Equality Standard (WRES)	CP					X	
Staff Survey Results and Action Plan	CP		X		X		
Freedom to Speak Up Guardian Report	DW						

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Governance							
Annual Members' Meeting Notification	DW			X			
Eliminating Mixed Sex Accommodation Compliance	MF			X			
Fit and Proper Person Declaration	DW				X		
Register of Sealings	DW				X		
Review of SFIs/SOs	PE					X	
Register of Interests, Register of Hospitality, Sponsorship & Gifts	DW					X	
Emergency Preparedness, Resilience and Response Report	BM					X	
PLACE Report	PE						X
Annual Accounts	PE		X	X			
Annual Governance Statement	DW			X			
Annual Report	DW			X			
Quality Accounts	MH			X			
Annual Reporting							
Controlled Drugs Accountable Officer Annual Report	MH				X		
Infection, Prevention and Control Annual Report	BM					X	
Medical Appraisal and Revalidation Annual Report	MH					X	
Safeguarding Adults/Children Annual Report	BM					X	
Other Routine Reporting							
Associate Mental Health Act Managers	MH	X (Q2)	X (Q3)		X (Q4)		X (Q1)
Guardian of Safe Working	MH		X	X		X	X
Mortality Review	MH		X	X		X	X
Corporate Risk Register	DW		X		X	X	X