

**PUBLIC BOARD - Business Programme 2021**

		2021					
Item	Exec Lead	Jan	Mar	May	Jul	Sep	Nov
<i>Submission of Papers</i>		6 <sup>th</sup>	3 <sup>rd</sup>	19 <sup>th</sup>	21 <sup>st</sup>	15 <sup>th</sup>	17 <sup>th</sup>
<i>Board of Director Meeting Dates 2021</i>		13 <sup>th</sup>	10 <sup>th</sup>	26 <sup>th</sup>	28 <sup>th</sup>	22 <sup>nd</sup>	24 <sup>th</sup>
<i>Quarterly reporting schedule</i>			Q3	Q4		Q1	Q2
<b>Standing Items</b>							
Experience Story		Staff	Service User	Carer	Staff	Service User	Carer
Chair and Non Executive Directors Report	Chair	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
Finance Report	PE	X	X	X	X	X	X
Board Committee Reports	NEDS	X	X	X	X	X	X
Governor/Membership Matters		X	X	X	X	X	X
<b>Strategic Objective 1 Covid : Getting through safely</b>							
Covid-19 Gold Command Report	BM	X	X	X	X	X	X
<b>Strategic Objective 2 CQC Getting Back to Good</b>							
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
<b>Strategic Objective 3 Transformation : Changing things what will make a difference</b>							
Transformation Portfolio Report	PE	X	X	X	X	X	X
<b>People</b>							
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					X	

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Governance							
Annual Members' Meeting Notification	DW			X			
Eliminating Mixed Sex Accommodation Compliance	BM			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 Members' Meeting Notification	DW			X			
Annual Report	DW			X			
Quality Account	BM			X			
Corporate Risk Register	DW		X	X		X	X
Board Assurance Framework	DW		X	X		X	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							
Guardian of Safe Working	MH		X	X		X	X
Mortality Review	MH		X	X		X	X

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## Bring Forward Items :

Clinical Excellence Awards	MH		X				