

**DRAFT Public Board work programme
2022-2023 and 2023-2024**

Last updated 18 January 2022

Timing to be confirmed for receipt of the following:

- Nursing Strategy/[Nursing Plan](#) – (Executive Director of Nursing, Professions and Operations) [SMi to confirm if this requires Board approval](#)
- Clarification of Duty of Candour reporting – via QAC (through lessons learned reporting) and to the Board
- [Strategy annual reviews](#) – [Director of Strategy will advise on future approach.](#)

Note - The forward plans for Tier 1 committees will be re-reviewed post finalisation of the board planners to ensure full synergy has been captured

Past meetings for 2022/23 are available separately

| PUBLIC BOARD WORKPLAN 2022 – 23 MARCH 2023 | |
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| STANDING ITEMS | |
| <ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Experience story (SU or Carer story)</i> • <i>Board committee activity reports (AAA) and approved minutes (NEDS)</i> • <i>Chairs report (including Council of Governors/membership matters)</i> • <i>CEO report</i> • <i>System updates - Via Chair and CEO reports with stand-alone substantial items as required</i> • <i>Integrated Performance and Quality Report (Dir of Finance)</i> • <i>Finance Performance Report (Dir of Finance)</i> • <i>Board Assurance Framework (Dir of Corp Gov)</i> • <i>Corporate Risk Register (Dir of Corp Gov)</i> • <i>Well Led development programme updates (reflected in Back to Good)</i> | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - strategic priority 1 Covid – recovering effectively • <i>Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good</i> • <i>Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference</i> • <i>ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working</i> • <i>Board forward plan (public)</i> • <i>Reflections at the end of meeting and agreement on items to include in the report to the Governors</i> |

ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

Performance and Quality

- Q3 Mortality review (Exec Medical Director)
- Annual Budget setting – principles and process prior to agreement of the final financial plan (Exec Dir of Finance) *ttbc*
- Q3 Annual Operating Plan quarterly update post FPC — (Dir of Strategy)
- Annual Operating plan (including CIP) sign off – (Director of Strategy) *timing subject to finalisation*
- Finance Plan (including capital plan refresh post FPC (Exec Dir of Finance)
- Safe Staffing annual report – (Exec Director of Nursing and Professions)
- Suicide prevention update – (system wide approach) Medical Director
- Q3 Mortality Report – Medical Director
- Infection, prevention and Control report – 6-month review ((Exec Director of Nursing and Professions) *to be confirmed if required*

People

- Gender pay gap report post People Committee (Exec Dir of People)
- Staff survey timeline (Exec Dir of People)
- Guardian of Safe working (Guardian) **Q3**

Strategies

- People Strategy (2020-2023) – approval of refreshed strategy post People Committee
- Freedom to Speak up strategy – for approval (Guardian)
- Service User Engagement and Experience (2022-2026) – annual review (Exec Director of Nursing and Professions)
- *Research Innovation and Effectiveness Strategy – (2022-2026) annual review (Strategy approved March 2022) post QSC (Medical Director)*
- *ICB framework strategy paper – (Director of Strategy)*

Governance

- Changes to the Constitution post FPC, ARC and Council of Governors (Dir of Corporate Governance) *to be moved to Q1 of the new financial year*
- *Well-led self-assessment approval (Dir of Corporate Governance)*
- Annual Draft Board workplan for coming year (2023/24) (Dir of Corporate Governance)
- *Action from Nov Board - Charitable Funds governance arrangements and options for future approach (Exec Dir of Finance)*

PUBLIC BOARD WORKPLAN 2023 – 24

MAY 2023

STANDING ITEMS

- *Welcome, declaration of interest, minutes, matters arising and action log*
- *Experience story (SU or Carer)*
- *Board committee activity reports (AAA) and approved minutes (NEDS)*
- *Chairs report (including Council of Governors/membership matters)*
- *CEO report*
- *System updates - Via Chair and CEO reports with stand-alone substantial items as required*
- *Integrated Performance and Quality Report (Dir of Finance)*

- *Operational resilience and business continuity (Director of Operations) – **strategic priority 1 Covid – recovering effectively***
- *Back to Good progress and exceptions (Medical Director) – **strategic priority 2 CQC getting back to good***
- *Transformation Portfolio Board (Dir of Strategy) – **strategic priority 3 Transformation changing things that will make a difference***
- *ICS/Provider Collaborative /PLACE - Sector changes and governance as required – **strategic priority 4 – Partnership working NEW***
- *Board forward plan (public)*

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| <ul style="list-style-type: none"> • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
| ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible | |
| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Quality Account final for approval (Exec Director of Nursing and Professions) • Guardian of safe working Annual Report (Guardian) • Eliminating mixed sex accommodation (Exec Director of Nursing and Professions) annual declaration • Q4 Annual Operating Plan quarterly updates post FPC – (Exec Dir of Finance/Dir of Strategy) • Q4 Mortality Report – (Medical Director) • Placeholder - it may be that the finance plan and operational plan need to be received at the May meeting if they weren't finalised by the March meeting <p><u>People</u></p> <ul style="list-style-type: none"> • Staff survey – (Exec Director of People) <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Quality Strategy (2022-2026) – annual review (Approved March 2022) Exec Director of Nursing and Professions) • Annual review of Risk Management Strategy and Policy post ARC (Dir of Corp Gov) ttbc | <p><u>Governance</u></p> <ul style="list-style-type: none"> • Receipt of Head of Internal Audit Opinion post ARC • Annual Board register of Interests (Dir of Corporate Gov) and annual declaration of compliance with declaration of interests, gifts and hospitality register for senior staff. • Annual Governance Statement and Declaration of Compliance/licence self-certification post ARC for approval, and letter of representation final timing will be confirmed when the timetable is known (Dir of Corporate Gov) • Modern Slavery and Human Trafficking Statement 2022-23 |
| PUBLIC BOARD WORKPLAN 2023– 24 JULY 2023 | |
| STANDING ITEMS | |
| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log • Experience story (SU or Carer story) • Board committee activity reports (AAA) and approved minutes (NEDS) | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - strategic priority 1 Covid – recovering effectively • Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good |

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| <ul style="list-style-type: none"> • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
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ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

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| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Complaints Annual Report (Exec Director of Nursing, Professions and Operations) • Controlled Drugs Accountable Officer (CDAO) Annual Report (Medical Director and Deputy Chief Pharmacist) • Annual Mortality Report (Medical Director) • Quality Improvement update bi-annual Q4 and Q1 (Exec Medical Director) Quality Improvement bi-annual progress report (Exec Medical Director) | <p><u>People</u></p> <ul style="list-style-type: none"> • People plan update • Clinical excellence awards (Exec Medical Director) <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Estates strategy (2021-2026) annual review/progress update and check on the capital plan (approved July 2021) (Director of Strategy) <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual reports from the Board Sub Committees post receipt at their committees in Q4 and ARC in April to include reviews of effectiveness and reviews of TORs (Chair and Exec leads) • External Audit Annual Governance Report post ARC final timing to be confirmed depending on timetable when received (received July 2022) may require additional meeting in June. • Governance report including FPPT, Use of Seal, updated TORs for all board committees (Dir of Corporate Governance) • Modern Slavery and Human Trafficking Statement 2022-23 |
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PUBLIC BOARD WORKPLAN 2023 – 24

SEPTEMBER 2023

STANDING ITEMS

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| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) – strategic priority 1 Covid – recovering effectively |
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| <ul style="list-style-type: none"> • Experience story (SU or Carer) • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good • Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
| ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible | |
| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Q1 Annual Operating Plan quarterly updates post FPC — (Exec Dir of Finance/Dir of Strategy) • Safeguarding Annual report (adults and children) (Exec Director of Nursing and Professions) • Safer staffing mid-year report – (Exec Director of Nursing and Professions) • Use of Force Annual Report (Exec Director of Nursing and Professions) • Guardian of Safe working Quarterly Report Q1 (Medical Director) • Q1 Mortality Report - (Medical Director) <p><u>People</u></p> <ul style="list-style-type: none"> • Freedom to Speak up Guardian Annual report (FTSUG, Dir of Corporate Governance) • Workforce standards annual review – Disability Equality Standard (WDES) and the Workforce Race Equality Standard (WRES) (Exec Dir of People) | <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Finance strategy annual review post FPC – (Exec Director of Finance) <p><u>Governance</u></p> <ul style="list-style-type: none"> • Medical revalidation Annual Report (Sobhi Girgis, the Responsible Officer) • Annual SIRO report post ARC (Exec Dir of Finance) • Emergency Preparedness, Resilience and Response Annual Report post ARC in July (Director of Operations) • Annual Mental Health scheme of delegation – and compliance report – post MHLC (Exec Medical Director) • Annual Health and Safety report (Dir of Strategy) |
| PUBLIC BOARD WORKPLAN 2023 – 24 NOVEMBER 2023 | |
| STANDING ITEMS | |
| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log • Experience story (SU or Carer story) | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - COVID-19 (Director of Nursing) – strategic priority 1 Covid – recovering effectively |

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| <ul style="list-style-type: none"> • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good • Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
| ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible | |
| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Q2 Mortality Report – (Medical Director) • Q2 Guardian of Safe working – (Medical Director) • Q2 Annual Operating Plan quarterly updates post FPC — (Dir of Strategy) moved to January <p><u>People</u></p> <ul style="list-style-type: none"> • People Plan update – (Exec Director of People) • Equality and Human Rights report – post QAC and People (Exec Director of People) • Annual Equality, Diversity and Inclusion report – post QAC and People – (Executive Director of People) <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Digital Strategy (2021-2025) – annual review post FPC via DSG reporting (strategy approved Nov 2021) (Exec Director of Finance) • Risk Management Strategy (revised strategy approved November 2022) review post review at ARC (Dir of Corporate Governance) | <ul style="list-style-type: none"> • Clinical and Social Care (2021-2026) Strategy Annual review – (Medical Director with Executive Director of Nursing and Professions) approved July 2021 <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual Update on Charity Governance – post FPC (Exec Director of Finance) • Annual Claims report post ARC (Dir of Corporate Governance) • Annual Review of Modern Slavery statement post ARC (Exec Director of People and Dir of Corporate Governance) • Annual Health and Safety report post QAC (Dir of Strategy) • Annual Review of SFIs/SO and Scheme of Delegation (Exec Dir of Finance and Dir of Corporate Governance) post FPC and ARC |

| JANUARY 2024 | |
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| STANDING ITEMS | |
| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log • Experience story (SU or Carer) currently • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - – strategic priority 1 Covid – recovering effectively • Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good • Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
| ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible | |
| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Quality Improvement update bi annual Q2 and Q3 (Exec Medical Director) <p><u>People</u></p> <ul style="list-style-type: none"> • [People Plan update not required at this time]. | <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Sustainability and Green Plan Strategy (2022-26) approved at Board January 2022 (Exec Director of Finance) – annual review post FPC • Research Innovation and Effectiveness Strategy – (2022-2026) annual review (Strategy approved March 2022) post QSC <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual Well Led self-assessment approval (Dir of Corp Gov) • Annual Review of Risk Management Strategy post ARC (Dir of Corp Gov) ttbc |

PUBLIC BOARD WORKPLAN 2023 – 24

MARCH 2024

STANDING ITEMS

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| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log • Experience story (SU or Carer story) • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good) | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - • Back to Good progress and exceptions (Medical Director) – strategic priority 2 CQC getting back to good • Transformation Portfolio Board (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnership working • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
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ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

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| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Q3 Mortality Report – (Medical Director) • Annual Budget setting – principles and process prior to agreement of the final financial plan (Exec Dir of Finance) • Q3 Annual Operating Plan quarterly update post FPC — (Dir of Strategy) • Annual Operating plan (including CIP) sign off – (Director of Strategy) <i>timing subject to finalisation</i> • Finance Plan (including capital plan refresh post FPC (Exec Dir of Finance) • Safe staffing annual report – (Exec Dir of Nursing and Professions) • Q3 Guardian of safe working – (Medical Director) <p><u>People</u></p> <ul style="list-style-type: none"> • Gender pay gap report post People – (Exec Dir of People) • Staff survey timeline – (Exec Dir of People) | <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Research, innovation and effectiveness strategy (2022-2026) – approved March 2022 annual review (Medical Director) • People Strategy (2023-2026) – annual review post People Committee approved March 2023 (Executive Director People) • Freedom to Speak Up Guardian strategy annual review – due for approval March 2023 (Guardian) • Service User Engagement and Experience Strategy (2022-26) annual review – (Exec Dir of Nursing and Professions) <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual Draft workplan for the coming year (2024/25) – (Dir of Corporate Gov) |
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