	Туре	accountable director	Author	Notes	Frequency	Мау	June (EO)	July	Sept	Nov	Jan	March
Public Board Annual Work Programme 2023-2024												
pers to be explicit in how what is being reported is supporting addressing health inequalities. A reference will be added to the cover sheet template. Cover sheets/summaries to draw out any risks and implications. I has confirmed the Medical Revalidation statement has been signed and submitted in advance of the NHSE date of 31 October 2023 I to confirm timing for the learning disability model to be brought back to the Board post discussion when completed. Timing to be confirmed for Committees, QAC and Council of Governors planners i to confirm timing for receipt of updated IPQR approach ollowing discussions with STH, the Annual update on Charity governance it is unlikely we woill recieve this until the new financial year. New date is likely to be May 2024 arring Disability model to be brought back to momittees in January									Key: D- Deferred			
	Туре	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
Date of meeting Submission deadline												──
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Standing Items			Γ	Γ	I	-		1				
Experience story (SU, Carer or staff)	V	Executive Director of Nursing, Professions and Quality	N/A		Standing	х	х	х	х	х	х	х
Welcome, declaration of interest, minutes, matters arising and action log	1	Chair	N/A		Standing	Х	X	Х	Х	X	Х	Х
Chairs report (including Council of Governors/membership matters)		Chair	N/A		Standing	X	X	X	X	X	X 	X
CEO report	E V	Chair	N/A		Standing		X	X	X	X	X	X
Board committee activity reports (AAA) and approved minutes		Chair	NEDs		Standing	Х	Х	х	Х	Х	Х	Х
System updates - Via Chair and CEO reports with stand-alone substantial items as required	V	Chair/CEO	N/A		Standing	Х	Х	х	Х	Х	Х	Х
Integrated Performance and Quality Report (Dir of Finance)	111	Chair	Executive Director of Finance		Standing	Х	Х	Х	Х	Х	Х	Х
Finance Performance Report	≡	Chair	Executive Director of Finance		Standing	х	х	х	х	х	Х	х
Board Assurance Framework		Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance		Standing			х	х		Х	Х
Corporate Risk Register		Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance		Standing			х	х	х	х	х
Operational resilience and business continuity	111	Director of Operations	Senior Head of Service		Standing	Х	Х	Х	Х	Х	Х	Х
Quality Assurance Report		Executive Director of Nursing, Professions and Quality			Standing	х	х	х	х	х	Х	Х
Transformation Dottfolio Doport		Director of Operations	Head of Programme Management		Standing	х	х	х	х	х	х	х
Transformation Portfolio Report ICS/Provider Collaborative /PLACE - Sector changes and governance as required – including South Yorkshire MHLDA Collaborative Board update following Board meetings (joint forward plan received July 2023)	Ш	Chief Executive	Office Deputy Director of Strategy and Planning, Director of Corporate Governance, Chief Executive		Standing			x	х	х	х	x
Questions received in advance from Governors and the Public		Chair			Standing	Х	Х	Х	Х	Х	Х	Х
Board forward plan (public) Reflections at the end of meeting and agreement on items to include in the report to the		Chair	Director of Corporate Governance		Standing	Х	Х	Х	Х	Х	Х	Х
Governors Performance and Quality		Chair			Standing	Х	Х	Х	Х	х	Х	Х
Quality Assurance Report		Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of PMO					х		1	Х	
Complaints Annual Report	Ξ	Executive Director of Nursing,	Head of clinical risk and Head of	post QAC	Annual			х				
Controlled Drugs Accountable Officer (CDAO) Annual Report	Ξ	Professions and Quality Executive Medical Director	complaints Deputy Chief Pharmacist		Annual			X				<u> </u>
Quality Improvement bi-annual progress report		Executive Medical Director	Head of continuous improvement	post QAC	Bi-Annual			X			Х	
Service User engagement bi-annual report	III	Executive Director of Nursing, Professions and Quality		post QAC	Bi-Annual			D			х	
Freedom to Speak Up Annual Report (Guardian).		Director of Corporate Governance	Freedom to Speak Up Guardian	post QAC/People	Annual	Х						
	Ξ	Executive Director of Nursing,	Patient Safety Specialist	post QAC	Quarterly	(Q4)		x				
Quarterly Patient Safety Report (need to confirm which months this is coming) Guardian of safe working Annual Report		Professions and Quality Executive Medical Director	Guardian of Safe working	post QAC	Annual	x						──
		Executive Medical Director	Guardian of Safe working	post QAC	Quarterly				Х	Х		х
Guardian of safe working Quarterly Report		Executive Director of Nursing.							(Q1)	(Q2)		(Q3)
Eliminating mixed sex accommodation annual declaration		Professions and Quality	Patient Safety Specialist	post QAC	Annual	X			х	Y		x
Quarterly Mortality Report		Executive Medical Director	Patient Safety Specialist		Quarterly	(Q4)			(Q1)	X (Q2)		(Q3)
Annual Mortality Report		Executive Medical Director Executive Director of Finance and	Patient Safety Specialist Deputy Director of Strategy and	post QAC post FPC	Annual Quarterly	х			X	х	х	x
Annual Operating Plan quarterly		Director of Strategy	Planning Deputy Director of Strategy and	•		(Q4)				(Q1)	(Q2)	(Q3)
Annual Operating Plan 2023/24		Director of Strategy	Planning	post FPC and COG covered in the operational	Annual	Х						Х
Waiting Times (supporting people whilst they are waiting)		Director of Ops and Transformation	Director of Ops and Transformation	resilience and business continuity paper			]		х			

Annual Performance Review Annual Report	Executive Director of Finance	Executive Director of Finance		Annual	Х			Г	
	Executive Director of Nursing,	Head of Clinical Governance and			X				
Quality Accounts	Professions and Quality	Risk	post CoG, QAC and ARC	Annual	~			$\vdash$	
Safeguarding Annual report (adults and children)	Executive Director of Nursing, Professions and Quality	Head of Safeguarding	post QAC	Annual			Х		
Safe staffing Bi-annual report + declaration (sept)	Executive Director of Nursing, Professions and Quality	Head of Nursing	post QAC. Declaration= September	Bi-Annual			х		х
Sale staning braindanepon + declaration (sept)		Nurse Consultant Restrictive	September						
Use of Force Annual Report	Executive Director of Nursing, Professions and Quality	Practices, Head of Nursing, Acute and Community Directorate		Annual			Х		
	Director of Operations and	Head of Facilities and Health and	post QAC, to be confirmed	Annual					х
Outcome of PLACE visits	Transformation	Safety	post QAO, to be commed					$\vdash$	
Annual Budget setting	Executive Director of Finance     Executive Director of Finance	Deputy Director of Finance		Annual				$\vdash$	X X
Finance Plan	Executive Billeoler et l'inditée	Executive Director of Finance Head of Clinical Quality Standards,	as agreed at July Board post QAC	Annual			-	<u>├</u>	^
Back to Good Closure report	Executive Medical Director	Head of PMO	(moved to Nov)				D	Х	
Back to Good reports	Executive Medical Director	Head of Clinical Quality Standards, Head of PMO	post QAC		х	Х			
PSIRF – approval of report for publishing on website	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post agreement of final framework and implementation plan are agreed across PLACE – as advised at July Board.					x	
Learning and safety report	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	Need to confirm timing for the Q reports	Quarterly			х		
Maple Ward - Business case approval	Director of Operations and     Transformation	Director of Operations and Transformation	post FPC. Update at Workshop in Dec and progress in private in						x
E-burged annual			Nov.		+		<u> </u>	x	
Fulwood paper Suicide Prevention Strategy Progress Report	Executive Medical Director	Patient Safety Specialist	TBC post QAC	Annual	+ +		<u> </u>	^	х
People	Executive Medical Director	Fallent Salety Specialist	posi QAC	Annuai	<u> </u>	_	L	<u> </u>	
Clinical excellence awards	Exec Medical Director/ Executive Director of People	Exec Medical Director/ Executive Director of People	In CEO report - post people committee	Annual		x			
Workforce standards annual review – Disability Equality Standard (WDES) and the Workforce Race Equality Standard (WRES)	Executive Director of People	Head of Equality and Inclusion	moved from September in line with new national reporting requirements	Annual		x			
Gender Pay Gap Report 2023	Executive Director of People	Head of Equality and Inclusion	post people committee	Annual	х				
Annual Equality and Human Rights Report	Executive Director of People	Head of Equality and Inclusion and Human Rights Officer	including proposed refreshed draft Equality Objectives (2024-2028) post People Committee and prior to final sign off in March 2024)	Annual			D	x	
NHS Equality Delivery System report	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual					х
Staff Survey results	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual					х
Annual Equality and Human Rights Report (2022-23)	Executive Director of People			Annual					Х
Equality Objectives 2024-2028 Report	Executive Director of People	Head of Equality and Inclusion		Annual					x
Strategies			1 1		1 1		<u> </u>		
People plan Strategy (People delivery plan)	Executive Director of People	Head of Equality and Inclusion	post People Committee. Q4 will fall in next financial year.	Quarterly		X (Q1)		X (Q2)	X (Q3)
Estates strategy (2021-2026) annual review/progress update	Director of Strategy	Director of Strategy and Director of Operations and Transformation	Post FPC	Annual		X		(02)	(0.5)
Quality Strategy (2022-2026) – annual review	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of Continuous Improvement	post QAC	Annual	x				
Finance strategy annual review	Executive Director of Finance	Deputy Director of Finance		Annual			Х		
Digital Strategy (2021-2025) – annual review (approved Nov 2021)	Executive Director of Finance	Executive Director of Finance	annual review post FPC via DSG reporting. Needs to be delayed to new financial year – team currently focused on EPR.	Annual				D	
Clinical and Social Care (2021-2026) Strategy Annual review (approved July 2021)	Medical Director	Director Psychological Services Programme Lead	post QAC	Annual				х	
Sustainability and Green Plan Strategy (2022-26)	Executive Director of Finance	Head of Technical Support	annual review post FPC	Annual					х
Carers and Young Carers Strategy (2023-2026) Annual review	Executive Director of Nursing, Professions and Quality		post QAC	Annual					x
		a	1		1	1	1		X X
Strategic update including briefing from MHLDA collaborative meetings if received	Chief Executive	Chief Executive	If received	As required				1 1	~ ~

People Strategy (2023-2026) (people delivery plan)	Ξ	Executive Director of People	Head of Equality and Inclusion	annual review post People Committee	Annual							Х
Freedom to Speak Up Guardian strategy annual review	Ξ	Director of Corporate Governance	Freedom to Speak Up Guardian	post QAC and People Committee	Annual							X
Service User Engagement and Experience Strategy (2022-26)	Ξ	Executive Director of Nursing, Professions and Quality	Executive Director of Nursing, Professions and Quality	post QAC	Annual							Х
Nursing Plan annual progress report		Executive Director of Nursing, Professions and Quality	Executive Director of Nursing, Professions and Quality	post QAC	Annual							x
		Director of Strategy	Director of Strategy		Annual							Х
Governance						-				· · · · · · · · · · · · · · · · · · ·		
Annual review of Risk Management Strategy	Ξ	Director of Corporate Governance	Director of Corporate Governance	will be received at ARC via e- governance. Deferred toto enable dovetailing with PSIRF	Annual			D	D	x		
Receipt of Head of Internal Audit Opinion and external audit report	Ш	Director of Corporate Governance and Executive Director of Finance	Director of Corporate Governance and Executive Director of Finance	(draft opinion received in confidential meeting in May final version received in the Annual Report received in confidential session in June 2023)	Annual	D	x					
Medical revalidation Annual Report	Ш	Exec Medical Director	Responsible Office, Medical Compliance Officer	brought forward from September to July to enable attendance of RO			х					
(including reviews of effectiveness work plans for 2023/24 and reviews of TORs)		Chairs and Executive Leads	Executive Leads	Post receipt at committees in Q4 and ARC in April	Annual			х				
Emergency Preparedness, Resilience and Response Annual Report		Director of Operations	Director of Operations	Moved from September to November as confirmed at July Board to fit with new national timetable. For approval.	Annual				D	х		
Annual Mental Health scheme of delegation		Exec Medical Director	Head of Mental Health Legislation	post MHLC	Annual				Х			
Annual Health and Safety report		Director of Strategy	Head of Facilities and Health and Safety	post QAC, moved to Nov post H&S, QAC &People	Annual				D	х		
Annual Update on Charity Governance	III	Executive Director of Finance		following discussions with STH PE has confirmed this is unlikely to be received from STH until the new financial year. Will be in May 2024.	Annual					D		D (to May 2024)
Annual Review of SFIs/SO and Scheme of Delegation	III	Director of Corporate Governance and Executive Director of Finance	Director of Corporate Governance and Executive Director of Finance	deffered to July 2024 (post ARC) may come forward to May 2024	Annual						D	
Data and Information Governance Annual Report (inc SIRO/Caldicott)		Executive Director of Finance	Executive Director of Finance	Post ARC	Annual				Х			-
This Management Framework		Director of Corporate Governance	Director of Corporate Governance		Annual				Х			
Governance report items below: - Non-Executive Director (NED) Champion roles and membership of committees (Governan		Director of Corporate Governance Director of Corporate Governance	Director of Corporate Governance Director of Corporate Governance		Standing Annual	X		Х	Х	Х	Х	Х
Declaration of Compliance and self – certification with the provider licence 2022/23 not requi		Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual	X						
Declarations, gifts and hospitality register 2022/23 (Governance Report)	Ш	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual	X						
	Ш	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual			Х				
Use of Seal (governance report)	Ξ	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual			Х				
		Director of Corporate Governance	Director of Corporate Governance	Post CoG/ ARC pre AMM	Annual			Х				
Modern Slavery and Human Trafficking statement (governance report)		Director of Corporate Governance	Director of Corporate Governance	Post people	Annual			Х				
Covid-19 inquiry update (governance report) Approval of ToRs for assurance committees (governance report)		Director of Corporate Governance Director of Corporate Governance	Director of Corporate Governance Director of Corporate Governance	As required	Annual Annual			X X				
Progress with well led actions (Governance Report)		Director of Corporate Governance	Director of Corporate Governance	post committees	Quarterly?			~	Х	Х	Х	Х
		Director of Corporate Governance	Director of Corporate Governance		Annual				X			
		Director of Corporate Governance	Director of Corporate Governance							Х		
2024/25)		Director of Corporate Governance	Director of Corporate Governance								х	
		Director of Corporate Governance	Director of Corporate Governance				1				Х	
Annual Draft workplan for the coming year (2024/25) Other	Ξ	Director of Corporate Governance	Director of Corporate Governance		Annual		I					Х
August – (Director of Finance)				delegated to FPC to be removed and added to that planner								
	Ξ								-		_	
	Ξ											
	Ξ					-						
						+	-					
	Ξ					1	1					