

	Type	accountable director	Author	Notes	Frequency	May	June (EO)	July	Sept	Nov	Jan	March
Public Board Annual Work Programme 2023-2024												
											Key: D- Deferred	
	Type	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												
Experience story (SU, Carer or staff)	V	Executive Director of Nursing, Professions and Quality	N/A	straight to Board	Standing	X	X	X	X	X	X	X
Welcome, declaration of interest, minutes, matters arising and action log	■	Chair	N/A	straight to Board	Standing	X	X	X	X	X	X	X
Chairs report (including Council of Governors/membership matters)	■	Chair	N/A	straight to Board	Standing	X	X	X	X	X	X	X
CEO report	■	Chair	N/A	straight to Board	Standing	X	X	X	X	X	X	X
Board committee activity reports (AAA) and approved minutes	V	Chair	NEDs	straight to Board	Standing	X	X	X	X	X	X	X
System updates - Via Chair and CEO reports with stand-alone substantial items as required	V	Chair/CEO	N/A	straight to Board	Standing	X	X	X	X	X	X	X
Integrated Performance and Quality Report (Dir of Finance)	■	Chair	Executive Director of Finance	post committees	Standing	X	X	X	X	X	X	X
Finance Performance Report	■	Chair	Executive Director of Finance	post FPC	Standing	X	X	X	X	X	X	X
Board Assurance Framework	■	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance	post committees	Standing			X	X		X	X
Corporate Risk Register	■	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance	post committees	Standing			X	X	X	X	X
Operational resilience and business continuity	■	Director of Operations	Senior Head of Service		Standing	X	X	X	X	X	X	X
Transformation Portfolio Report	■	Director of Operations	Head of Programme Management Office	post FPC	Standing	X	X	X	X	X	X	X
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)	■	Chief Executive	Deputy Director of Strategy and Planning, Director of Corporate Governance, Chief Executive	straight to Board	Standing			X	X	X	X	X
Questions received in advance from Governors and the Public	■	Chair		straight to Board	Standing	X	X	X	X	X	X	X
Board forward plan (public)	■	Chair	Director of Corporate Governance	straight to Board	Standing	X	X	X	X	X	X	X
Reflections at the end of meeting and agreement on items to include in the report to the Governors	■	Chair		straight to Board	Standing	X	X	X	X	X	X	X
Performance and Quality												
Quality Assurance Report	■	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of PMO	to include info on how the trust will achieve fundamental standards in Jan report.				X			X	
Complaints Annual Report	■	Executive Director of Nursing, Professions and Quality	Head of clinical risk and Head of complaints	post QAC	Annual			X				
Controlled Drugs Accountable Officer (CDAO) Annual Report	■	Executive Medical Director	Deputy Chief Pharmacist	straight to Board	Annual			X				
Quality Improvement bi-annual progress report	■	Executive Medical Director	Head of continuous improvement	post QAC.	Bi-Annual			X			X	
Service User engagement bi-annual report	■	Executive Director of Nursing, Professions and Quality		Should be next to Quality assurance report on agenda post QAC	Bi-Annual			D			X	
Freedom to Speak Up Annual Report (Guardian).	■	Director of Corporate Governance	Freedom to Speak Up Guardian	post QAC/People	Annual	X (Q4)						
Quarterly Patient Safety Report (SMI to confirm reporting for 24/25)	■	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Quarterly			X				
Guardian of safe working Annual Report	■	Executive Medical Director	Guardian of Safe working	straight to Board?	Annual	X						
Guardian of safe working Quarterly Report	■	Executive Medical Director	Guardian of Safe working	Striaght to Board (query QAC)	Quarterly				X (Q1)	X (Q2)		X (Q3)
Eliminating mixed sex accommodation annual declaration	■	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Annual	X						
Quarterly Mortality Report	■	Executive Medical Director	Patient Safety Specialist	post QAC	Quarterly	X (Q4)			X (Q1)	X (Q2)		X (Q3)
Annual Mortality Report	■	Executive Medical Director	Patient Safety Specialist	post QAC	Annual				X			
Annual Operating Plan quarterly	■	Executive Director of Finance and Director of Strategy	Deputy Director of Strategy and Planning	post FPC (Jason has requested Q3 to go FPC in Feb)	Quarterly	X (Q4)			X (Q1)	X (Q2)		X (Q3)
Annual Operating Plan 2024/5	■	Director of Strategy	Deputy Director of Strategy and Planning	post FPC and COG (was joint with Q4 for FPC)	Annual	X						X

	☐	Director of Ops and Transformation	Director of Ops and Transformation	Post QAC, covered in the operational resilience and business continuity paper (<i>one off request from the board</i>)					X			
Waiting Times (supporting people whilst they are waiting) Annual Performance Review Annual Report	☐	Executive Director of Finance	Executive Director of Finance	post FPC	Annual	X						
Quality Accounts	☐	Executive Director of Nursing, Professions and Quality	Head of Clinical Governance and Risk	post CoG, QAC and ARC	Annual		X					
Safeguarding Annual report (adults and children)	☐	Executive Director of Nursing, Professions and Quality	Head of Safeguarding	post QAC	Annual				X			
Safe staffing Bi-annual report + declaration (sept)	☐	Executive Director of Nursing, Professions and Quality	Head of Nursing	post QAC. Declaration= September	Bi-Annual				X			X
Use of Force Annual Report	☐	Executive Director of Nursing, Professions and Quality	Nurse Consultant Restrictive Practices, Head of Nursing, Acute and Community Directorate	post QAC/ MHLC	Annual				X			
Outcome of PLACE visits	☐	Director of Operations and Transformation	Head of Facilities and Health and Safety	post QAC	Annual						X	
Annual Budget setting	☐	Executive Director of Finance	Deputy Director of Finance	post FPC	Annual							
Finance Plan	☐	Executive Director of Finance	Executive Director of Finance	post FPC	Annual							
Back to Good Closure report	☐	Executive Medical Director	Head of Clinical Quality Standards, Head of PMO	as agreed at July Board post QAC (moved to Nov)					D	X		
Back to Good reports	☐	Executive Medical Director	Head of Clinical Quality Standards, Head of PMO	post QAC		X		X				
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 (learning lessons)	☐	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Quarterly				X (Q1)		X (Q2)	X (Q3)
PCREF progress report	☐	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC							X	
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 Nov.								X
Suicide Prevention Strategy Progress Report	☐	Executive Medical Director	Patient Safety Specialist	post QAC	Annual							X
People												
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	Post People, 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	X						
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), Post CoG	Annual				D	X		
NHS Equality Delivery System report	☐	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual						X	
NHS Annual Staff Survey results	☐	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual							X
Equality Objectives 2024-2028 Report	☐	Executive Director of People	Head of Equality and Inclusion		Annual							X
Strategies												
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&4)
Estates strategy (2021-2026) annual review/progress update	☐	Director of Strategy	Director of Strategy and Director of Operations and Transformation	Post FPC	Annual				X			
Quality Strategy (2022-2026) – annual review	☐	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of Continuous Improvement	post QAC (progress to QAC Nov)	Annual	X						
Finance strategy annual review	☐	Executive Director of Finance	Deputy Director of Finance	Post FPC	Annual					X		

