	Type	accountable director	Author	Notes	Frequency	May	June (EO)	July	Sept	Nov	Jan Mai
Public Board Annual Work Programme 2023-2024											
											Key: Deferred
	Туре	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan Mai
Date of meeting							(20)				
Submission deadline						01	Q1	Q2	Q2	Q3	Q4 Q
Standing Items						Q1	QI	Ų2	ŲΖ	Ų3	Q4 Q
Experience story (SU, Carer or staff)	V	Executive Director of Nursing,	N/A	straight to Board	Standing	х	Х	х	Х	х	х х
Welcome, declaration of interest, minutes, matters arising and action log	Ξ	Professions and Quality Chair	N/A	straight to Board	Standing	Х	Х	Х	Х	Х	х х
Chairs report (including Council of Governors/membership matters)		Chair	N/A	straight to Board	Standing	X	Χ	X	X	X	X X
CEO report		Chair	N/A	straight to Board	Standing	Х	Χ	Х	Χ	Х	X X
Board committee activity reports (AAA) and approved minutes	V	Chair	NEDs	straight to Board	Standing	Х	Χ	Х	Χ	Х	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	Х	Х	Х	Х	X	х х
Integrated Performance and Quality Report (Dir of Finance)	≡	Chair	Executive Director of Finance	post committees	Standing	Х	Х	Х	Χ	Х	Х Х
Finance Performance Report	Ш	Chair	Executive Director of Finance	post FPC	Standing	х	Х	х	Х	х	x x
Board Assurance Framework	≡	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance	post committees	Standing			х	Х		х х
Corporate Risk Register	≡	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance	post committees	Standing			х	Х	х	x x
Operational resilience and business continuity		Director of Operations	Senior Head of Service		Standing	Х	Χ	Х	Χ	Х	Х Х
Transformation Portfolio Report	I	Director of Operations	Head of Programme Management Office	post FPC	Standing	х	Х	х	Х	Х	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			х	х	х	x x
Questions received in advance from Governors and the Public	I	Chair		straight to Board	Standing	Х	Χ	Х	Χ	Х	Х Х
Board forward plan (public)	≡	Chair	Director of Corporate Governance	straight to Board	Standing	Х	Х	Х	Х	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	х	Х	х	Х	Х	х х
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.				х			х
Complaints Annual Report	≡	Executive Director of Nursing, Professions and Quality	Head of clinical risk and Head of complaints	post QAC	Annual			х			
Controlled Drugs Accountable Officer (CDAO) Annual Report	≡	Executive Medical Director	Deputy Chief Pharmacist	straight to Board	Annual			Х			
Quality Improvement bi-annual progress report	≡	Executive Medical Director	Head of continuous improvement	post QAC.	Bi-Annual			Х			Х
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			Х
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 confrim reporting for 24/25)		Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Quarterly			х			
Guardian of safe working Annual Report	I	Executive Medical Director	Guardian of Safe working	straight to Board?	Annual	Х					
Guardian of safe working Quarterly Report	≡	Executive Medical Director	Guardian of Safe working	Striaght to Board (query QAC)	Quarterly			\sqcup	X (Q1)	X (Q2)	(Q:
Eliminating mixed sex accommodation annual declaration	≡	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Annual	Х					
Quarterly Mortality Report	\blacksquare	Executive Medical Director	Patient Safety Specialist	post QAC	Quarterly	(O4)			(O1)	(Q2)	X (O:
Annual Mortality Report	Ш	Executive Medical Director	Patient Safety Specialist	post QAC	Annual			\Box	Χ		
							l	.	l		
Annual Operating Plan quarterly	H	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)	(Q:

Waiting Times (supporting people whilst they are waiting)	Director of Ops and Transformation	n Director of Ops and Transformation	Post QAC, covered in the operational resilience and business continuity paper (one off request from the board)				х		
Annual Performance Review Annual Report	Executive Director of Finance	Executive Director of Finance	post FPC	Annual	Х				
Quality Accounts	Executive Director of Nursing, Professions and Quality	Head of Clinical Governance and Risk	post CoG, QAC and ARC	Annual	Х				
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
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			х	ı	
Outcome of PLACE visits	Director of Operations and Transformation	Head of Facilities and Health and Safety	post QAC	Annual					Х
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	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.					х	
Learning and safety report (learning lessons)	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Quarterly			X (Q1)		X X (Q2) (Q3)
	Executive Director of Nursing,	Patient Safety Specialist	post QAC						х
PCREF progress report Maple Ward - Business case approval	Professions and Quality		post CAC post FPC. Update at Workshop in						^
	Director of Operations and Transformation	Director of Operations and Transformation	Dec and progress in private in Nov.						X
Suicide Prevention Strategy Progress Report	Executive Medical Director	Patient Safety Specialist	post QAC	Annual					Х
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		х			
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		ı	
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), Post CoG	Annual			D	х	
NHS Equality Delivery System report	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual					Х
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					х
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		х			
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	х				
Quality Strategy (2022-2026) – annual review Finance strategy annual review	3,			Annual Annual	х		X		

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						Х	
Research, innovation and effectiveness strategy (2022-2026) approved March 2022)		Deputy Director: Research	post QAC	Annual							Х
People Strategy (2023-2026) (people delivery plan)	Executive Director of People	Head of Equality and Inclusion	annual review post People Committee	Annual							Х
Freedom to Speak Up Guardian strategy annual review	Director of Corporate Governance	Freedom to Speak Up Guardian	post QAC and People Committee	Annual							Х
Service User Engagement and Experience Strategy (2022-26)	Francisco Discotos of Nicosia a	Executive Director of Nursing, Professions and Quality	post QAC	Annual							Х
Nursing Plan annual progress report	Francisco Discotos of Nussian	Executive Director of Nursing, Professions and Quality	post QAC and People Committee	Annual							Х
SHSC strategic priorities review Governance	Director of Strategy	Director of Strategy	straight to board	Annual							Χ
Annual review of Risk Management Strategy	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	Х		
Receipt of Head of Internal Audit Opinion and external audit report	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	Х					
Medical revalidation Annual Report	Exec Medical Director	Responsible Office, Medical Compliance Officer	brought forward from September to July to enable attendance of RO straight to board			Х					
Annual reports from the Board Assurance Committees post receipt at their committees (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	Post ARC. 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	Executive Director of Finance	Deputy Director of Finance, Head of Communications	following discussions with STH PE has confirmed this is unlikely to be received from STH until the new	Annual					D		D (to May 2024)
Briefing paper on provider selection regime	Director of Strategy	Deputy Director of Strategy and Planning	timing tbc								Х
Annual Review of SFIs/SO and Scheme of Delegation	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						Х	
Data and Information Governance Annual Report (inc SIRO/Caldicott)		Executive Director of Finance	Post ARC	Annual		-		Х			
Draft BAF 2024-25	Director of Corporate Governance	Head of Corporate Assurance		Annual				.,			Х
Risk Management Framework	Director of Corporate Governance Director of Corporate Governance	Director of Corporate Governance Director of Corporate Governance		Annual Standing	X		Х	X	Х	Х	Х
Governance report items below: - Non-Executive Director (NED) Champion roles and membership of committees (Governan		Director of Corporate Governance		Annual	X		^	_^	^	^	
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)	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual	X						
DOI and FFP declarations (governance report)	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual	\vdash		Χ				
Use of Seal (governance report)		Director of Corporate Governance	Post ARC	Annual			Х				
Proposed changes to the Constitution for approval (Governance Report)	Birotter or corporate covernance	Director of Corporate Governance	Post CoG/ ARC pre AMM	Annual			X				
Modern Slavery and Human Trafficking statement (governance report)	Birotter or corporate covernance	Director of Corporate Governance	Post people	Annual			X	-			
Covid-19 inquiry update (governance report) Approval of ToRs for assurance committees (governance report)		Director of Corporate Governance Director of Corporate Governance	As required post committees	Annual Annual	1		X				
	Director of Corporate Governance	Director of Corporate Governance	posi committees	Bi-Annual			X			Χ	
Board review of effectiveness (Governance Report)	Director of Corporate Governance	Director of Corporate Governance		Annual				Х			
Gap analysis against the new code (Governance Report)	Director of Corporate Governance	Director of Corporate Governance							Χ		

Board self assessment for freedom to speak up (Guardian has confirmed not requried again until 2024/25)		Director of Corporate Governance	Director of Corporate Governance				D	
Forward plans for the assurance committees		Director of Corporate Governance	Director of Corporate Governance				X	
Annual Draft workplan for the coming year (2024/25)	⊞	Director of Corporate Governance	Director of Corporate Governance		Annual			X
Other							•	
National Cost Collection (NCC) 2022/23 pre submission report for approval post FPC in August – (Director of Finance)				delegated to FPC to be removed and added to that planner				
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