

Public Board Annual Work Programme 2024-2025 as at 22.03.2024 – NOTE – THIS IS TO BE UPDATED POST BOARD AND RECEIVED FOR REVIEW AT EMT IN APRIL AND WILL THEN BE RE-CIRCULATED TO THE BOARD FOR FINAL REVIEW											Key: D- Deferred	
June 2024 – Extra Ordinary Public meeting to receive final Annual Report and Accounts and associate documentation for approval and submission including Head of Internal Audit Opinion, management letter and External Audit Report.												
ITEMS	Type	accountable director	Author	Pre – receipt at Board assurance committees	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						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	N/A	Standing	X		X	X	X	X	X
Experience story reflection	V	Executive Director of Nursing Professions and Quality		Standing	X			X	X	X	X	X
Welcome, declaration of interest, minutes, matters arising and action log	☐	Chair	N/A	N/A	Standing	X		X	X	X	X	X
Chairs report	☐	Chair	N/A	N/A	Standing	X		X	X	X	X	X
CEO report	☐	Chair	N/A	N/A	Standing	X		X	X	X	X	X
Board committee activity reports (AAA) and approved minutes	V	Chair	NEDs	N/A	Standing	X		X	X	X	X	X
Strategic Aim - Deliver Outstanding Care												
	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Operational Resilience Report	☐	Director of Operations	Director of Operations & Senior Head of Service	N/A	Standing	X		X	X	X	X	X

Safe Staffing bi-annual report (declaration September)	☰	Executive Director of Nursing, Professions and Quality	Head of Nursing		Bi-annual			X				X
Quarterly Patient Safety Report	☰	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	<i>Includes learning lessons and PSIRF post QAC (March, June, Sept, Dec) dates to be confirmed for receipt at Board as July – Sep – January and March) Annual report to BoD in July.</i>	Quarterly							
Quality Assurance Report	☰	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards & Deputy DIPC	QAC	Bi-annual			X			X	
Lived Experience Report	☰	Executive Director of Nursing, Professions and Quality	Head of Engagement and Experience Team	post QAC	Bi-Annual			X			X	
Quality Improvement bi-annual progress report	☰	Executive Medical Director	Head of continuous improvement	post QAC	Bi-Annual			X			X	
Transformation Portfolio Report	☰	Director of Strategy	Head of PMO	FPC	Standing	X		X	X	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	N/A	Annual			X				
Guardian of Safe Working Annual Report	☰	Executive Medical Director	Guardian of Safe working	N/A	Annual	X						
Guardian of Safe Working Quarterly Report	☰	Executive Medical Director	Guardian of Safe working	N/A	Quarterly	X (Q4)			X (Q1)	X (Q2)		X (Q3)

Eliminating mixed sex accommodation annual declaration	☰	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	QAC	Annual	X						
Quarterly Mortality Report	☰	Executive Medical Director	Patient Safety Specialist	QAC	Quarterly	X (Q4)			X (Q1) (annual)	X (Q2)		X (Q3)
Quality Accounts	☰	Executive Director of Nursing, Professions and Quality	Head of Clinical Governance and Risk	CoG, QAC and ARC	Annual		X					
Safeguarding Annual report (adults and children)	☰	Executive Director of Nursing, Professions and Quality	Head of Safeguarding	QAC	Annual			X				
Use of Force Annual Report	☰	Executive Director of Nursing, Professions and Quality	Nurse Consultant Restrictive Practices, Head of Nursing, Acute and Community Directorate	MHLC (Sept) QAC – for information	Annual				X			
Bi-annual population health updated	☰	Executive Medical Director	Head of Population Health and Inequalities, Public Health Registrar	QAC	Bi-annual	X				X		
Suicide Prevention Strategy Progress Report	☰	Executive Medical Director	Patient Safety Specialist	QAC	Annual	X						
Strategic Aim – Performance and Quality/ strategic aim - Effective Use of Resources												
	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Integrated Performance and Quality Report (Dir of Finance)	☰	Executive Director of Finance	Business and Performance Team	post committees	Standing	X		X	X	X	X	X
Finance Performance Report	☰	Executive Director of Finance	Deputy Director of Finance	post FPC	Standing	X		X	X	X	X	X

Annual Budget setting	☰	Executive Director of Finance	Deputy Director of Finance	post FPC and discussion at Confidential Board	Annual	X						X
Finance Plan 2024-2025	☰	Executive Director of Finance	Executive Director of Finance	post FPC and discussion at Confidential Board	Annual	X						X

Strategic Aim – Partnerships/Transformation and strategic aim - Ensure our services are inclusive

	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Systems and Partnerships briefings and updates	☰	Chief Executive	Director of Strategy and Deputy	N/A	Standing	X		X	X		X	X
Patient-Led Assessment of the Care Environment (PLACE)	☰	Director of Strategy	Associate Director of Estates and Facilities and Head of H & S	QAC	Annual							X

Strategy

	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4

Annual Performance Review Annual Report	☰	Executive Director of Finance	Executive Director of Finance	Post FPC	Annual	X						
Operational Plan Update: Progress Report for 2024/25 Plan	☰	Executive Director of Finance and Director of Strategy	Deputy Director of Strategy and Planning	post FPC	Bi-Annual (moved from Q from March 2024)				X			X
Annual Operational Plan and Priorities for 2024-25 Draft for approval - and draft Annual Operational Plan -draft Quality Objectives -draft Equality Objectives	☰	Director of Strategy	Director of Strategy	FPC (consultation on priorities also takes place with COG and via QAC and People committees)	Annual							X
Research, Innovation and Effectiveness Strategy – Progress Update	☰	Medical Director	Deputy director of Research	QAC	Annual update							X
Freedom to Speak Up Guardian Annual Report 2023- progress update	☰	Director of Corporate Governance	Freedom to Speak Up Guardian	QAC/People	Annual update							X
People Plan Strategy Progress report (People delivery plan)	☰	Executive Director of People	Head of Equality and Inclusion	post People Committee	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- not required separately included in the QA report	Annual	-						

Finance strategy annual review	☰	Executive Director of Finance	Deputy Director of Finance	Post FPC	Annual				X			
Digital Strategy (2021-2025) – annual review (approved Nov 2021)	☰	Executive Director of Finance	Executive Director of Finance	Timing to be confirmed	Annual							
Clinical and Social Care (2021-2026) Strategy Annual review (approved July 2021)	☰	Medical Director	Director Psychological Services Programme Lead	post QAC	Annual					X		
Sustainability and Green Plan Strategy (2022-26)	☰	Executive Director of Finance	Head of Technical Support	annual review post FPC	Annual						X	
Carers and Young Carers Strategy (2023-2026) Annual review	☰	Executive Director of Nursing, Professions and Quality		post QAC, in the Lived Experience report (not required separately)	Annual						-	
Research, innovation and effectiveness strategy (2022-2026) approved March 2022)	☰	Executive Medical Director	Deputy Director: Research	post QAC	Annual							X
People Strategy (2023-2026) (people delivery plan)	☰	Executive Director of People	Head of Equality and Inclusion	annual review post People Committee	Annual							X
Service User Engagement and Experience Strategy (2022-26)	☰	Executive Director of Nursing, Professions and Quality	Executive Director of Nursing, Professions and Quality	post QAC, included in Lived Experience report	Annual							X
Nursing Plan annual progress report	☰	Executive Director of Nursing, Professions and Quality	Executive Director of Nursing, Professions and Quality	post QAC (covered in OD reporting going forward with other professional plans)	Annual							-

Strategic Aim– Great Place to Work

	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
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 post people committee	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 *Equality Objectives 2024-2028 in March 2024	☰	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 and People	Annual					X		
NHS Equality Delivery System report	☰	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual						X	

Staff Survey results		Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual							X
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						
Governance												
	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Board Assurance Framework		Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance	post committees	Standing	X		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	X
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	FPC and ARC	Annual							X
Board self assessment for freedom to speak up		Director of Corporate Governance and NED lead for FTSU	Supported by FTSU guardian	Timing to be confirmed in 2024/25	Every 2 years last completed in 2022/23							

Emergency Preparedness, Resilience and Response Annual Report	☰	Director of Operations	Director of Operations	ARC	Annual					X		
Annual Mental Health scheme of delegation	☰	Exec Medical Director	Head of Mental Health Legislation	MHLC	Annual				X			
Annual Report and Accounts and associated documents for approval		Director of Corporate Governance and Executive Director of Finance	Various	ARC	Annual		x					
Annual Health and Safety report	☰	Director of Strategy	Head of Facilities and Health and Safety	QAC and People Committee	Annual	X						
Annual Update on Charity Governance	☰	Director of Strategy	Director of Strategy	FPC	Annual	X						
Data and Information Governance Annual Report (inc SIRO/Caldicott)	☰	Executive Director of Finance	Executive Director of Finance	Post ARC	Annual			X				
Risk Management Framework	☰	Director of Corporate Governance	Director of Corporate Governance	Post ARC	Annual				X			
Corporate Governance Report items:												
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 May	Annual			X				
Non-Executive Director (NED) Champion roles and membership of committees (Governance Report)	☰	Director of Corporate Governance	Director of Corporate Governance	ARC	Annual							X
Declarations, gifts and hospitality register (Governance Report)	☰	Director of Corporate Governance	Director of Corporate Governance	ARC	Annual	X						X

DOI and FFP declarations (governance report)		Director of Corporate Governance	Director of Corporate Governance	ARC	Annual	X						X
Use of Seal (governance report)		Director of Corporate Governance	Director of Corporate Governance	ARC	Annual			X				
Proposed changes to the Constitution for approval (Governance Report)		Director of Corporate Governance	Director of Corporate Governance	CoG/ ARC pre AMM	Annual			X				
Modern Slavery and Human Trafficking statement (governance report)		Director of Corporate Governance	Director of Corporate Governance	People	Annual	X						
Covid-19 inquiry update (governance report)		Director of Corporate Governance	Head of Corporate Assurance from March 2024	As required	Annual			X				
Board annual review of effectiveness		Director of Corporate Governance	Director of Corporate Governance	Straight to Board	Annual				X			

Public Board Annual Work Programme 2024-2025

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						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Board forward plan (public)		Chair	Director of Corporate Governance	N/A	Standing	X		X	X	X	X	X
Reflections at the end of meeting and agreement on items to include in the report to the Governors	V	Chair		N/A	Standing	X	X	X	X	X	X	X