

PUBLIC BOARD ANNUAL PLANNER – SCHEDULE OF REPORTING (Rolling 12 Months)

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			BUSINESS ITEMS											
Intro, apologies, declarations of interest	Chair		/	/	/	/	/	/	/	/	/	/	/	/
Minutes, matters arising, action update	Chair		/	/	/	/	/	/	/	/	/	/	/	/
Patient Story	CN		/		/	/	/		/	/	/		/	/
Staff Story	DirPeople			/				/				/		
CEO Report <ul style="list-style-type: none"> • Integrated Care System Update 	CEO DS&P	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Chair's Report	Chair	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
CoG Highlight Report (bullet point under Chair's report)	Chair	Assurance			/			/			/			/
STRATEGY AND CULTURE														
Strategic Priorities update	DS&P	Assurance		/			/			/			/	
STRATEGIC OBJECTIVE 1 - To provide outstanding care														
7 day Hospital Services – Board Assurance Framework <i>Currently Paused – February 2021</i>	MD	Assurance		/			/			/			/	
Maternity Update: <ul style="list-style-type: none"> • Safety Champions update • Maternity Incidents and Investigations overview / Maternity Perinatal Quality Surveillance Model 	CN	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Learning from Deaths Report	MD	Assurance				/						/		
STRATEGIC OBJECTIVE 2 - To promote and support health and wellbeing														
Guardian of Safe working	MD / Guardian of safe working (Martin Cooper)	Assurance			/			/			/			/
Freedom to Speak Up	FTSU Guardian	Assurance		/						/				
STRATEGIC OBJECTIVE 3 – To maximise the potential of our workforce														

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			Staff Survey & action plan	DC&I	Assurance					/				
Equality and Diversity Annual Report	DirPeople	Assurance						/						
Workforce Race Equality Standard Report (WRES) and Workforce Disability Equality Standard Report (WDES) (prior to publishing on Website)	DirPeople	Assurance									/			
Nursing, Midwifery and Allied Health Professions (AHP) Staffing 6 monthly report	CN	Assurance					/						/	
Medical Workforce Staffing – 6 monthly report	MD	Assurance					/						/	
STRATEGIC OBJECTIVE 4 – To continuously learn and improve														
Research Strategy – update (6 monthly)	Head of Research & Innovation / Director of Research & Innovation (Alison Steel / Elizabeth Gemmill)	Assurance										/		
Research Strategy – Annual report	Head of Research & Innovation / Director of Research & Innovation (Alison Steel / Elizabeth Gemmill)	Assurance				/								
STRATEGIC OBJECTIVE 5 – To achieve better value														
DELIVERY AND RISK														
SOF Report – Monthly	CN,CFO, DirPeople,COO	Consider	/		/	/		/	/		/	/		/
SOF Report - Quarterly	CN,CFO, DirPeople,COO	Consider		/			/			/			/	
Quality Strategy (prior approval by Quality Cttee) <i>Approved May 2022, next due 2025</i>	MD/CN	Assurance									/			

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			People, Strategy (prior approval by People, Culture & Improvement Cttee) <i>Approved June 2022, next due 2025</i>	DirPeople / DC&I	Assurance						/			
Financial Strategy (prior approval by finance cttee) <i>Approved Sept 2019, next due 2024</i>	CFO	Assurance												/
Digital Strategy <i>Approved May 2020, next due 2025</i>	CFO	Assurance										/		
Estates Strategy <i>Approved Nov2015, next due 2025</i>	CEO	Assurance						/						
Draft Trust Strategy	Director of Strategy and Partnerships	Consider	/											
Trust Strategy	Director of Strategy and Partnerships	Approval				/								
ICS Strategy	Director of Strategy and Partnerships	Assurance			/									
Board Assurance Framework (BAF) <i>(prior approval by risk Cttee)</i>	CEO	Review / Approval		/			/			/			/	
Winter Plan	COO	Approval										/		
GOVERNANCE														
Use of Trust Seal	Dir Corp Affairs	Assurance		/			/			/			/	
Fit and Proper Person	Dir Corp Affairs	Assurance					/							
NHSI Self Certification	Dir Corp Affairs	Approval					/							
Infection Prevention & Control BAF	CN	Assurance						/						/
Emergency Preparedness (EPRR) Core Standards Self-Assessment	Emergency Planning & Business Continuity Officer (Mark Stone)	Assurance										/		
Escalation of any issues from Board Committees <i>(Committee Annual Reports to be presented to first Board after April Committee meetings, alongside usual assurance report)</i>	NEDs		/	/	/	/	/	/	/	/	/	/	/	/

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			Audit & Assurance	Chair of Cttee	Assurance	/	/	/	/	/	/	/	/	/
Finance	Chair of Cttee	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Quality	Chair of Cttee	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Charitable Funds	Chair of Cttee	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
People, Culture and Improvement	Chair of Cttee	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
SFIs (prior approval by audit Cttee) every 2 years **Due 2022/2023**	CFO	Approval												/
Standing Orders and Scheme of Delegation (prior approval by audit .Ctee) every 2 years **Due 2022/2023**	CFO	Approval												/
Constitution Review (as required)	Dir Corp Affairs													
Committee ToR, workplans and effectiveness reviews (prior approval by appropriate committees of the Board)	Dir Corp Affairs	Assurance					/							
IG / Data Security Protection Toolkit Submission (assurance from A &A)	SIRO/CFO	Approval				/								
Annual Sign Off of Declarations of Interest (assurance from Audit Cttee)	Dir Corp Affairs	Approval				/								
Gender Pay Gap Report	DirPeople	Approval				/								
READING ROOM														
Approved Minutes – Audit and Assurance Committee			/	/	/	/	/	/	/	/	/	/	/	/
Approved Minutes – Finance Committee			/	/	/	/	/	/	/	/	/	/	/	/
Approved Minutes – Quality Committee			/	/	/	/	/	/	/	/	/	/	/	/
Approved Minutes - Remuneration & Nomination Committee														
Safer Staffing Full Report			/	/	/	/	/	/	/	/	/	/	/	/
Unify submission data			/	/	/	/	/	/	/	/	/	/	/	/
Monthly Financial Data in Full			/	/	/	/	/	/	/	/	/	/	/	/

Notes

AQP removed November 2020 as advised by Dave Selwyn (Medical Director)
 ICP Strategic Objectives updated so in line with when presented to ICP Board (go to ICP February, April, August, October)