

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	DHR			/				/				/		
CEO Report	CEO	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Chairman's Report	Chair	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
STRATEGY AND CULTURE														
Strategic Objectives update	Phil Harper	Assurance		/			/			/				/
STRATEGIC PRIORITY 1 - To provide outstanding care														
Advancing Quality Programme Progress Report (prior approval quality committee)	MD/CN	Assurance			/			/			/			/
Quality Strategy <i>(prior approval by Quality Cttee)</i> <i>Approved March 2018, next due March 2021</i>	MD/CN	Approval				/								
7 day Hospital Services – Board Assurance Framework	MD	Assurance		/			/			/			/	
STRATEGIC PRIORITY 2 - To promote and support health and wellbeing														
STRATEGIC PRIORITY 3 – To maximise the potential of our workforce														
Staff Survey & action plan	DHR	Assurance					/							
Equality and Diversity Annual Report	DHR	Assurance						/						
Workforce Race Equality Standard Report <i>(prior to publishing on Website)</i>	DHR	Assurance						/						
Nurse Staffing 6 monthly report	CN	Assurance						/						/
Guardian of Safe working	MD / Guardian of safe working	Assurance			/			/			/			/
Freedom to Speak Up (quarterly)	FTSU Guardian	Assurance		/			/			/			/	

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			Whistleblowing policy <i>(Due 2020)</i>	DHR	Approval				/					
OD & Workforce Strategy <i>(prior approval by People, OD & Workforce Cttee)</i> <i>Approved Nov 2017, next due 2020</i>	DHR	Approval											/	
STRATEGIC PRIORITY 4 – To continuously learn and improve														
Research Strategy – quarterly update	Alison Steel / David Hodgson	Assurance	/			/			/			/		
STRATEGIC PRIORITY 5 – To achieve better value														
Financial Strategy <i>(prior approval by finance cttee)</i> <i>Approved Sept 2019, next due 2024</i>	CFO	Approval				/								
Digital Strategy <i>Approved Jan 2017, next due 2021</i>	CFO	Approval	/											
Estates Strategy <i>Approved Nov2015, next due 2025</i>	CEO	Approval											/	
ICS/ICP Update	CEO	Assurance	/			/			/			/		
DELIVERY AND RISK														
SOF Report - Monthly	CN,CFO,HRD, COO	Consider	/		/	/		/	/		/	/		/
SOF Report - Quarterly	CN,CFO,HRD, COO	Consider		/			/			/			/	
Board Assurance Framework (BAF) <i>(prior approval by risk Cttee)</i>	CEO	Review / Approval		/			/			/			/	
Learning from Deaths Quarterly Report	MD	Assurance		/			/			/			/	
Learning from Deaths Annual Report	MD	Assurance						/						
Winter Plan	COO	Approval									/			
GOVERNANCE														
Use of Trust Seal	Dir Corp Affairs	Assurance		/			/			/			/	
Escalation of any issues from Board Committees	NEDs		/	/	/	/	/	/	/	/	/	/	/	/
Audit & Assurance		Assurance		/		/	/	/		/		/		/
Finance		Assurance	/			/	/			/			/	

REPORT		Assurance, approval, etc?	J	F	M	A	M	J	J	A	S	O	N	D
			Quality		Assurance	/	/	/	/	/	/	/	/	/
Charitable Funds		Assurance	/	/	/	/	/	/	/	/	/	/	/	/
People, OD & Culture		Assurance	/	/	/	/	/	/	/	/	/	/	/	/
SFIS (prior approval by audit Cttee) every 2 years not required 2018/19	CFO	Approval	/	/	/	/	/	/	/	/	/	/	/	/
Standing Orders and Scheme of Delegation (prior approval by audit .Cte) every 2 years not required 2018/19	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 Report prior to submission/self-assessment(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	DHR&OD	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			/	/	/	/	/	/	/	/	/	/	/	/