

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

REPORT		Assurance, approval, etc?	Virtual											
			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	CEO	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
Chairman's Report	Chair	Assurance	/	/	/	/	/	/	/	/	/	/	/	/
STRATEGY AND CULTURE														
Strategic Objectives update	Associate Director of Strategy	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	DC&I	Assurance							/					
Equality and Diversity Annual Report	DirPeople	Assurance						/						
Workforce Race Equality Standard Report <i>(prior to publishing on Website)</i>	DirPeople	Assurance						/						
Nurse Staffing 6 monthly report	CN	Assurance						/						/
Guardian of Safe working	MD / Guardian of safe working	Assurance			/						/			/

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Freedom to Speak Up	FTSU Guardian	Assurance		/						/				
Whistleblowing policy <i>(Due 2020)</i>	FTSU Guardian	Approval								/				
OD & Workforce Strategy <i>(prior approval by People, OD & Workforce Cttee)</i> <i>Approved Nov 2017, next due 2020</i>	DirPeople / DC&I	Approval											/	
STRATEGIC PRIORITY 4 – To continuously learn and improve														
Research Strategy – quarterly update	Head of Research & Innovation / Director of Research & Innovation	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											/	
ICP Update	CEO	Assurance		/						/			/	
ICP Full Year Update	CEO	Assurance								/				
DELIVERY AND RISK														
SOF Report - Monthly	CN,CFO, DirPeople,COO	Consider	/		/	/		/	/		/	/		/
SOF Report - Quarterly	CN,CFO, DirPeople,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								/				

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					A	M	J						
GOVERNANCE													
Use of Trust Seal	Dir Corp Affairs		/					/			/		
Escalation of any issues from Board Committees	NEDs	/	/	/	/	/	/	/	/	/	/	/	/
Audit & Assurance			/		/	/	/		/		/		/
Finance		/	/		/	/			/			/	
Quality			/		/		/		/		/		/
Charitable Funds			/					/				/	
People, OD & Culture		/	/		/		/		/		/		
SFIs (prior approval by audit Cttee) every 2 years DUE 2020/2021	CFO							/					/
Standing Orders and Scheme of Delegation (prior approval by audit .Cte) every 2 years DUE 2020/2021	CFO							/					/
Constitution Review (as required)	Dir Corp Affairs												
Committee ToR, workplans and effectiveness reviews (prior approval by appropriate committees of the Board)	Dir Corp Affairs							/					
IG Toolkit Submission (assurance from A & A)	SIRO/CFO				/								
Annual Sign Off of Declarations of Interest (assurance from Audit Cttee)	Dir Corp Affairs				/								
Gender Pay Gap Report	DirPeople				/								
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		/	/	/	/	/	/	/	/	/	/	/	/