

**DRAFT Public Board work programme
2023-2024**

Last updated 18 May 2023

Timing to be confirmed for receipt of the following:

- Duty of Candour reporting – will be via QAC (through lessons learned reporting) and to the board
- Strategy annual reviews – Director of Strategy will advise on future approach.
- Tier I committee planners are being updated to ensure synergy with the board forward plans

Changes since last received at board are in blue text or strike through

Past meetings for 2022/23 are available separately

PUBLIC BOARD WORKPLAN 2023 – 24 MAY 2023	
STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Experience story (SU, Carer or staff)</i> • <i>Board committee activity reports (AAA) and approved minutes (NEDS)</i> • <i>Chairs report (including Council of Governors/membership matters)</i> • <i>CEO report</i> • <i>System updates - Via Chair and CEO reports with stand-alone substantial items as required</i> • <i>Integrated Performance and Quality Report (Dir of Finance)</i> • <i>Finance Performance Report (Dir of Finance)</i> • <i>Board Assurance Framework (Dir of Corp Gov)</i> • <i>Corporate Risk Register (Dir of Corp Gov)</i> • <i>Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report)</i> 	<ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) – <i>strategic priority 1 Recover Services and Improve Efficiency</i> • <i>Back to Good progress and exceptions (Medical Director) – strategic priority 2 Continuous Quality Improvement</i> • <i>Transformation Portfolio Report (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference</i> • <i>ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnerships – working together to make a bigger impact</i> • <i>Board forward plan (public)</i> • <i>Reflections at the end of meeting and agreement on items to include in the report to the Governors</i>

ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

Performance and Quality

- Quality Account final for approval (Exec Director of Nursing and Professions) – deferred to July will be received again at QAC in advance of board approval
- Guardian of safe working Annual Report (Guardian)
- Eliminating mixed sex accommodation annual declaration (Exec Director of Nursing and Professions)
- Q4 Mortality Report – (Medical Director)
- Q4 Annual Operating Plan quarterly updates post FPC – (Exec Dir of Finance/Dir of Strategy)
- Annual Operating Plan 2023/24 (Director of Strategy)
- Placeholder - it may be that the final finance plan ~~and operational plans for 2023/24~~ need to be received at the May meeting if not finalised in March/April – finance plan on agenda for confidential board.
- Annual Performance Review Annual Report (Executive Director of Finance)

Partnerships

- ICB forward plan if available (Director of Strategy)

People

- ~~Staff survey~~ – (Exec Director of People) – received March
- Gender Pay Gap Report 2023
- Freedom to Speak Up Annual Report (Guardian)

Strategies

- Quality Strategy (2022-2026) – annual review (Approved March 2022) Exec Director of Nursing and Professions)
- Annual review of Risk Management Strategy and Policy post ARC (Dir of Corp Gov) postponed to July

Governance

- Receipt of Head of Internal Audit Opinion post ARC (Executive Director of Finance) – draft opinion covered in the draft annual report due for receipt in confidential board. Final version will be received at additional public board meeting in June.
- Board Assurance Framework (Director of Corporate Governance)
- Corporate Risk Register (Director of Corporate Governance)
- Governance report (Director of Corporate Governance)
 - Annual Board register of Interests and annual declaration of compliance with declaration of interests, gifts and hospitality register for senior staff.
 - Annual Governance Statement – being received in private session
 - Declaration of Compliance/licence self-certification post ARC for approval
 - letter of representation (will be received in June)
 - Modern Slavery and Human Trafficking Statement 2022-23 postponed to July post safeguarding committee and People Committee
 - NED champion roles and updated committee membership
 - Proposed changes to the Constitution – will be received in June following legal review

<p>June 2023 additional meeting to</p> <ul style="list-style-type: none"> • Annual Report and Accounts and associated documents for approval • Declarations of interest from the Council of Governors and staff below executive level • Proposed changes to the Constitution for approval following discussion at the Council of Governors (to be received at AMM in September) • Quality Accounts for approval 	
<p>PUBLIC BOARD WORKPLAN 2023– 24 JULY 2023</p>	
<p>STANDING ITEMS</p>	
<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Experience story (SU, Carer or staff)</i> • <i>Board committee activity reports (AAA) and approved minutes (NEDS)</i> • <i>Chairs report (including Council of Governors/membership matters)</i> • <i>CEO report</i> • <i>System updates - Via Chair and CEO reports with stand-alone substantial items as required</i> • <i>Integrated Performance and Quality Report (Dir of Finance)</i> • <i>Finance Performance Report (Dir of Finance)</i> • <i>Board Assurance Framework (Dir of Corp Gov)</i> • <i>Corporate Risk Register (Dir of Corp Gov)</i> • <i>Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report)</i> 	<ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) – <i>strategic priority 1 Recover Services and Improve Efficiency</i> • <i>Back to Good progress and exceptions (Medical Director) – strategic priority 2 Continuous Quality Improvement</i> • <i>Transformation Portfolio Report (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference</i> • <i>ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnerships – working together to make a bigger impact</i> • <i>Board forward plan (public)</i> • <i>Reflections at the end of meeting and agreement on items to include in the report to the Governors</i>
<p>ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible</p>	
<p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Complaints Annual Report (Exec Director of Nursing, Professions and Operations) • Controlled Drugs Accountable Officer (CDAO) Annual Report (Medical Director and Deputy Chief Pharmacist) • Annual Mortality Report (Medical Director) • Quality Improvement bi-annual progress report (Exec Medical Director) 	<p><u>People</u></p> <ul style="list-style-type: none"> • People plan update (Executive Director of People) • Clinical excellence awards (Exec Medical Director) <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Estates strategy (2021-2026) annual review/progress update and check on the capital plan (approved July 2021) (Director of Strategy) • Annual review of Risk Management Strategy and Policy post ARC (Dir of Corp Gov) postponed from May

<ul style="list-style-type: none"> • Freedom to Speak Up Annual Report (Guardian). Received in May. • Clinical Quality and Safety Group Report (Exec Director of Nursing and Professions) 	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Receipt of Head of Internal Audit Opinion post ARC (Executive Director of Finance) – deferred from May (draft opinion received in confidential meeting in May) • Medical revalidation Annual Report (Sobhi Girgis, the Responsible Officer) brought forward from September to enable attendance of RO • Annual reports from the Board Sub Committees post receipt at their committees in Q4 and ARC in April to include reviews of effectiveness and reviews of TORs (Chair and Exec leads) • External Audit Annual Governance Report post ARC final timing to be confirmed depending on timetable when received (received July 2022) may require additional meeting in June. • Governance report including FPPT, Use of Seal, updated TORs for all board committees, Proposed changes to the Constitution, Modern Slavery and Human Trafficking Statement 2022-23, progress with board well led actions (Dir of Corporate Governance), Gap Analysis against the new code
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PUBLIC BOARD WORKPLAN 2023 – 24
SEPTEMBER 2023

STANDING ITEMS

<ul style="list-style-type: none"> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Experience story (SU, Carer or staff)</i> • <i>Board committee activity reports (AAA) and approved minutes (NEDS)</i> • <i>Chairs report (including Council of Governors/membership matters)</i> • <i>CEO report</i> • <i>System updates - Via Chair and CEO reports with stand-alone substantial items as required</i> • <i>Integrated Performance and Quality Report (Dir of Finance)</i> • <i>Finance Performance Report (Dir of Finance)</i> • <i>Board Assurance Framework (Dir of Corp Gov)</i> • <i>Corporate Risk Register (Dir of Corp Gov)</i> 	<ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) – <i>strategic priority 1 Recover Services and Improve Efficiency</i> • <i>Back to Good progress and exceptions (Medical Director) – strategic priority 2 Continuous Quality Improvement</i> • <i>Transformation Portfolio Report (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference</i> • <i>ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnerships – working together to make a bigger impact</i> • <i>Board forward plan (public)</i> • <i>Reflections at the end of meeting and agreement on items to include in the report to the Governors</i>
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<ul style="list-style-type: none"> Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report) 	
ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible	
<p>Performance and Quality</p> <ul style="list-style-type: none"> Q1 Annual Operating Plan quarterly updates post FPC — (Exec Dir of Finance/Dir of Strategy) Safeguarding Annual report (adults and children) (Exec Director of Nursing and Professions) Safe staffing mid-year Bi-annual report –received 6 monthly (Exec Director of Nursing and Professions) Use of Force Annual Report (Exec Director of Nursing and Professions) Guardian of Safe working Quarterly Report Q1 (Medical Director) Q1 Mortality Report - (Medical Director) <p>People</p> <ul style="list-style-type: none"> Freedom to Speak up Guardian Annual report (FTSUG, Dir of Corporate Governance)-Received in May. Workforce standards annual review – Disability Equality Standard (WDES) and the Workforce Race Equality Standard (WRES) (Exec Dir of People) People Plan Update (Exec Director of People) 	<p>Strategies</p> <ul style="list-style-type: none"> Finance strategy annual review post FPC – (Exec Director of Finance) <p>Governance</p> <ul style="list-style-type: none"> Medical revalidation Annual Report (Sobhi Girgis, the Responsible Officer) brought forward to July Annual SIRO report post ARC (Exec Dir of Finance) Emergency Preparedness, Resilience and Response Annual Report post ARC in July (Director of Operations) Annual Mental Health scheme of delegation – and compliance report – post MHLC (Exec Medical Director) Annual Health and Safety report (Dir of Strategy) Governance report including progress with board well led actions (Dir of Corporate Governance)
PUBLIC BOARD WORKPLAN 2023 – 24 NOVEMBER 2023	
STANDING ITEMS	
<ul style="list-style-type: none"> Welcome, declaration of interest, minutes, matters arising and action log Experience story (SU, Carer or staff) Board committee activity reports (AAA) and approved minutes (NEDS) Chairs report (including Council of Governors/membership matters) CEO report System updates - Via Chair and CEO reports with stand-alone substantial items as required Integrated Performance and Quality Report (Dir of Finance) 	<ul style="list-style-type: none"> Operational resilience and business continuity (Director of Operations) – strategic priority 1 Recover Services and Improve Efficiency Back to Good progress and exceptions (Medical Director) – strategic priority 2 Continuous Quality Improvement Transformation Portfolio Report (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnerships – working together to make a bigger impact

<ul style="list-style-type: none"> • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report) 	<ul style="list-style-type: none"> • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors
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ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

<p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Q2 Mortality Report – (Medical Director) • Q2 Guardian of Safe working – (Medical Director) • Q2 Annual Operating Plan quarterly updates post FPC (Dir of Strategy) moved to January <p><u>People</u></p> <ul style="list-style-type: none"> • People Plan update (Exec Director of People) • Equality and Human Rights report – post QAC and People (Exec Director of People) • Annual Equality, Diversity and Inclusion report – post QAC and People – (Executive Director of People) <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Digital Strategy (2021-2025) – annual review post FPC via DSG reporting (strategy approved Nov 2021) (Exec Director of Finance) • Risk Management Strategy (revised strategy approved November 2022) review post review at ARC (Dir of Corporate Governance) Interim review being received July 2023 and there may be a further review later in the financial year. 	<ul style="list-style-type: none"> • Clinical and Social Care (2021-2026) Strategy Annual review – (Medical Director with Executive Director of Nursing and Professions) approved July 2021 <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual Update on Charity Governance – post FPC (Exec Director of Finance) • Annual legal/claims report post ARC (Dir of Corporate Governance) • Annual Review of Modern Slavery statement post ARC (Exec Director of People and Dir of Corporate Governance) brought forward to July • Annual Health and Safety report post QAC (Dir of Strategy) • Annual Review of SFIs/SO and Scheme of Delegation (Exec Dir of Finance and Dir of Corporate Governance) post FPC and ARC may be January • Governance report including progress with board well led actions (Dir of Corporate Governance)
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PUBLIC BOARD WORKPLAN 2023 – 2024 JANUARY 2024	
STANDING ITEMS	
<ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log 	<ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) – strategic priority 1 Recover Services and Improve Efficiency

<ul style="list-style-type: none"> • Experience story (SU, Carer <i>or staff</i>) • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report) 	<ul style="list-style-type: none"> • Back to Good progress and exceptions (Medical Director) – strategic priority 2 Continuous Quality Improvement • Transformation Portfolio Report (Dir of Strategy) – strategic priority 3 Transformation changing things that will make a difference • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – strategic priority 4 – Partnerships – working together to make a bigger impact • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors
ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible	
<p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Quality Improvement update bi annual Q2 and Q3 (Exec Medical Director) • Q2 Operating Plan update report (Director of Finance) • PLACE report tbc (Director of Transformation) <p><u>People</u></p> <ul style="list-style-type: none"> • NHS Equality Delivery System report (Executive Director of People) • People plan update (Executive Director of People) – March 2023 	<p><u>Strategies</u></p> <ul style="list-style-type: none"> • Sustainability and Green Plan Strategy (2022-26) approved at Board January 2022 (Exec Director of Finance) – annual review post FPC • Research Innovation and Effectiveness Strategy – (2022-2026) annual review (Strategy approved March 2022) post QSC • Carers strategy – annual review (approved at board January 2023) – Executive Director of Quality and Professions • People Strategy Annual Review (Executive Director of People) <p><u>Governance</u></p> <ul style="list-style-type: none"> • Annual Well Led self-assessment approval (Dir of Corp Gov) moved to March • Governance report including board self-assessment for Freedom to speak up progress with board well led actions (Dir of Corporate Governance)

PUBLIC BOARD WORKPLAN 2023 – 24

MARCH 2024

STANDING ITEMS

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| <ul style="list-style-type: none"> • Welcome, declaration of interest, minutes, matters arising and action log • Experience story (SU, Carer or staff) • Board committee activity reports (AAA) and approved minutes (NEDS) • Chairs report (including Council of Governors/membership matters) • CEO report • System updates - Via Chair and CEO reports with stand-alone substantial items as required • Integrated Performance and Quality Report (Dir of Finance) • Finance Performance Report (Dir of Finance) • Board Assurance Framework (Dir of Corp Gov) • Corporate Risk Register (Dir of Corp Gov) • Well Led development programme updates (reflected in Back to Good, progress on board actions in Corporate Governance Report) • | <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) - <i>– strategic priority 1 Recover Services and Improve Efficiency</i> • Back to Good progress and exceptions (Medical Director) – <i>strategic priority 2 Continuous Quality Improvement</i> • Transformation Portfolio Report (Dir of Strategy) – <i>strategic priority 3 Transformation changing things that will make a difference</i> • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – <i>strategic priority 4 – Partnerships – working together to make a bigger impact</i> • Board forward plan (public) • Reflections at the end of meeting and agreement on items to include in the report to the Governors |
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ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible

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| <p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> • Q3 Mortality Report – (Medical Director) • Annual Budget setting – principles and process prior to agreement of the final financial plan (Exec Dir of Finance) • Q3 Annual Operating Plan quarterly update post FPC — (Dir of Strategy) • Annual Operating plan (including CIP) sign off – (Director of Strategy) <i>timing subject to finalisation</i> • Finance Plan (including capital plan refresh post FPC (Exec Dir of Finance) • Safe staffing annual report – (Exec Dir of Nursing and Professions) • Safe staffing bi-annual review (Executive Director of Nursing and Professions) • Q3 Guardian of safe working – (Medical Director) • Suicide Prevention Strategy Progress Report (Medical Director) <p><u>People</u></p> | <p><u>Strategies</u></p> <ul style="list-style-type: none"> • Research, innovation and effectiveness strategy (2022-2026) – approved March 2022 annual review (Medical Director) • People Strategy (2023-2026) – annual review post People Committee if approved March 2023 (Executive Director People) • Freedom to Speak Up Guardian strategy annual review – due for approval March 2023 (Guardian) • Service User Engagement and Experience Strategy (2022-26) annual review – (Exec Dir of Nursing and Professions) • FTSUG – strategy annual review (if approved March 2023) – FTSUG • Nursing Plan annual progress report? (Executive Director of Nursing and Professions) • SHSC strategic priorities review (Director of Strategy) <p><u>Governance</u></p> |
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<ul style="list-style-type: none">• Gender pay gap report post People – (Exec Dir of People)• Staff survey timeline results – (Exec Dir of People)• People Plan Update (Exec Dir of People)	<ul style="list-style-type: none">• Governance report including progress with board well led actions and annual board well led self-assessment report (Dir of Corporate Governance)• Annual Draft workplan for the coming year (2024/25) – (Dir of Corporate Gov)
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