

**Public Board work programme
2023-2024**

Last updated 20.09.23

The 2022/23 planner and detail on past meetings is available separately

Note:

- Papers to be explicit in how what is being reported is supporting addressing health inequalities. A reference will be added to the cover sheet template.
- Medical Revalidation statement is required to be signed off by either Chair or Chief Executive and submitted to NHSE by 31 October 2023

STANDING ITEMS	
<ul style="list-style-type: none"> • <i>Experience story (SU, Carer or staff)</i> • <i>Welcome, declaration of interest, minutes, matters arising and action log</i> • <i>Chairs report (including Council of Governors/membership matters)</i> • <i>CEO report</i> • <i>Board committee activity reports (AAA) and approved minutes (NEDS)</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 and Corporate Risk Register (Dir of Corp Gov)</i> • <i>Questions received in advance from Governors and the Public</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>Strategic Priority 1 Recover Services and Improve Efficiency</p> <ul style="list-style-type: none"> • Operational resilience and business continuity (Director of Operations) <p>Strategic priority 2 Continuous Quality Improvement</p> <ul style="list-style-type: none"> • <i>Quality Assurance Report (bi-annual)</i> (Executive Director of Nursing, Professions and Quality)# • Quarterly Learning and Safety Report (Exec Director of Nursing and Professions) <p>Strategic priority 3 Transformation changing things that will make a difference</p> <ul style="list-style-type: none"> • <i>Transformation Portfolio Report (Dir of Strategy/Director of Operations and Transformation)</i> <p>Strategic priority 4 – Partnerships – working together to make a bigger impact</p> <ul style="list-style-type: none"> • ICS/Provider Collaborative /PLACE - Sector changes and governance as required – including South Yorkshire MHLDA Collaborative Board update following Board meetings (September, November, January and March)

JULY 2023

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

Performance and Quality

- Complaints Annual Report (Exec Director of Nursing, Professions and Operations) post QAC
- Controlled Drugs Accountable Officer (CDAO) Annual Report (Medical Director and Deputy Chief Pharmacist)
- Quality Improvement bi-annual progress report (Exec Medical Director) post QAC

People

- People plan update (Executive Director of People)
- Clinical excellence awards (Exec Medical Director) update in CEO report
- Workforce standards annual review – Disability Equality Standard (WDES) and the Workforce Race Equality Standard (WRES) (Exec Dir of People) – moved from September in line with new national reporting requirements.

Strategies

- 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 to September (will be received at ARC via e-governance)
- ICB joint forward plan (Chief Executive)

Governance

- Receipt of Head of Internal Audit Opinion and external audit report post ARC (Executive Director of Finance) – deferred from May (draft opinion received in confidential meeting in May final version received in the Annual Report received in confidential session in June 2023)
- 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 work plans for 2023/24 and reviews of TORs (Chair and Exec leads)
- Governance report including FPPT, updated Board declarations, Declarations of Interest below Board level, Council of Governors declarations, Use of Seal, Proposed changes to the Constitution, Modern Slavery and Human Trafficking Statement 2022-23 (post People committee), progress with board well led actions and areas agreed for focus from the Board FTSU self-assessment, COVID-19 Inquiry update
- Mental Health Bill briefing post MHLC in June to public BoD in July – Medical Director

PUBLIC BOARD WORKPLAN 2023 – 24

SEPTEMBER 2023

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

Performance and Quality

- Q1 Annual Operating Plan quarterly updates post FPC — (Exec Dir of Finance) post FPC
- Waiting Times (supporting people whilst they are waiting) – (Director of Ops and Transformation) – will be covered in the operational resilience and business continuity paper
- Safeguarding Annual report (adults and children) (Exec Director of Nursing and Professions) post QAC

People

- ~~People Plan Update (Exec Director of People) post People Committee~~
The Executive Director of People has advised this timing is not correct and should be received in November. This is a Q report (Q1 received July, Q2 will be November)
- ~~Annual Equality and Human Rights Report (2022-23) including proposed refreshed draft Equality Objectives (2024-2028) post People~~

<ul style="list-style-type: none"> • Safe staffing Bi-annual report –received 6 monthly (Exec Director of Nursing and Professions) post QAC • Use of Force Annual Report (Exec Director of Nursing and Professions) • Guardian of Safe working Quarterly Report Q1 (Medical Director) • Annual Mortality Report (Medical Director) deferred from July to be received post QAC • Q1 Mortality Report - (Medical Director) post QAC • Back to Good closure report and monitoring arrangements for outstanding actions – (Medical Director) as agreed at July Board post QAC. – Moved to November- • Q1 Learning and Safety Report (Exec Director of Nursing and Professions) <p>Finance</p> <ul style="list-style-type: none"> • National Cost Collection (NCC) 2022/23 pre submission report for approval post FPC in August – (Director of Finance) delegated to FPC to be removed and added to that planner 	<p>Committee and prior to final sign off in March 2024) Moved to November Post People Committee</p> <p>Strategies</p> <ul style="list-style-type: none"> • Finance strategy annual review post FPC – (Exec Director of Finance) • Risk Management Strategy – deferred from July (Director of Corporate Governance) moved to November (post ARC) to enable dovetailing with PSIRF <p>Governance</p> <ul style="list-style-type: none"> • Annual SIRO report post ARC (Exec Dir of Finance) • Annual Mental Health scheme of delegation – and compliance report – post MHLC (Exec Medical Director) • Annual Health and Safety report (Dir of Strategy) moved to November, post H & S, QAC and People – this will be received at September Board 2024. • Governance report including progress with board well led actions, Board review of Effectiveness (Dir of Corporate Governance) • Emergency Preparedness update on new requirements (Director of Operations and Transformation) – moved to confidential • Emergency Preparedness, Resilience and Response Annual Report – post ARC in July (Director of Operations and Transformation) moved from September to November to fit new timetable
PUBLIC BOARD WORKPLAN 2023 – 24 NOVEMBER 2023	
ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible	
<p>Performance and Quality</p> <ul style="list-style-type: none"> • Q2 Mortality Report – (Medical Director) post QAC • Q2 Guardian of Safe working – (Medical Director) post QAC • PSIRF – approval of report for publishing on website - post agreement of final framework and implementation plan are agreed across PLACE – as advised at July Board. (Executive Director of Nursing, Professions and Quality) <p>People</p>	<p>Governance</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 Health and Safety report post QAC (Director of Operations and Transformation) • 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

<ul style="list-style-type: none"> Q2 People Plan Update (Exec Director of People) post People Committee-Moved from September (Q1 was received in July) CP to confirm when Q3 and Q4 will be received <p>Strategies</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) Clinical and Social Care (2021-2026) Strategy Annual review – (Medical Director with Executive Director of Nursing and Professions) approved July 2021 post QAC <p><u>Business case approval</u></p> <ul style="list-style-type: none"> Maple Ward FBC (Director of Operations and Transformation) post FPC and QAC (clinical model) will be received in December at Board at the workshop meeting and formally noted in public board in January. 	<ul style="list-style-type: none"> Risk Management Framework – moved from September to November (post ARC) to enable dovetailing with PSIRF Director of Corporate Governance) Annual Health and Safety report (Dir of Strategy) post QAC moved from September to November, post H & S, QAC and People (will be September in 2024) Governance report including progress with board well led actions (Dir of Corporate Governance) Gap Analysis against the new code (Dir of Corporate Governance) – will be socialised with board members in advance of receipt at ARC for comments) Emergency Preparedness, Resilience and Response Annual Report post ARC in July (Director of Operations and Transformation) moved from September to November as confirmed at July Board to fit with new national timetable. For approval. Note this will need to be received now in December. Noted on board workshop and development plan.
---	--

**PUBLIC BOARD WORKPLAN 2023 – 2024
JANUARY 2024**

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

<p>Performance and Quality</p> <ul style="list-style-type: none"> Quality Improvement update bi annual Q2 and Q3 (Exec Medical Director) post QAC (July and January) Quality Assurance bi-annual report (Executive Director of Nursing, Professions and Quality) post QAC (July and January) Service User Engagement bi-annual report (Executive Director of Nursing, Professions and Quality) post QAC (July and January) Q2 Operating Plan update report (Director of Finance) post FPC PLACE report tbc (Director of Operations and Transformation) post QAC <p>People</p> <ul style="list-style-type: none"> NHS Equality Delivery System report 2023 (Executive Director of People) post People Committee 	<p>Strategies</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 Carers and Young Carers Strategy (2023-2026) – annual review (approved at board January 2023) – Executive Director of Nursing, Professions and Quality post QAC Annual Equality and Human Rights Report (2022-23) - including proposed refreshed draft Equality Objectives (2024-2028) post People Committee and prior to final sign off in March 2024) <p>Governance</p> <ul style="list-style-type: none"> Governance report including board self-assessment for Freedom to speak up progress with board well led actions (Dir of Corporate Governance)
--	--

	<ul style="list-style-type: none"> Annual Review of SFIs/SO and Scheme of Delegation (Exec Dir of Finance and Dir of Corporate Governance) moved to January 2024 post FPC in December and ARC in January
PUBLIC BOARD WORKPLAN 2023 – 24 MARCH 2024	
STANDING ITEMS	
ADDITIONAL ITEMS - will be placed under strategic priorities areas where possible	
<p><u>Performance and Quality</u></p> <ul style="list-style-type: none"> Q3 Mortality Report – (Medical Director) post QAC Annual Budget setting – principles and process prior to agreement of the final financial plan (Exec Dir of Finance) post FPC Q3 Annual Operating Plan quarterly update post FPC — (Dir of Strategy) Annual Operating plan (including CIP) sign off – (Director of Operations and Transformation) <i>timing subject to finalisation</i> post FPC and COG Finance Plan (including capital plan refresh post FPC (Exec Dir of Finance) Safe staffing bi-annual review (Executive Director of Nursing and Professions) post QAC Q3 Guardian of safe working – (Medical Director) post QAC Suicide Prevention Strategy Progress Report (Medical Director) post QAC <p><u>People</u></p> <ul style="list-style-type: none"> Gender pay gap report post People – (Exec Dir of People) – move to May Staff survey results – (Exec Dir of People) post People Committee People Plan Update (Exec Dir of People) to be confirmed if this will be covered in the separate strategy update. Equality Objectives 2024-2028 Report for approval (following approval at PC in March 2024) 	<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) post QAC People Strategy (2023-2026) – annual review post People Committee (Executive Director People) Freedom to Speak Up Guardian strategy annual review – (approved March 2023) (Guardian) post QAC and People Committee Service User Engagement and Experience Strategy (2022-26) annual review – (Exec Dir of Nursing and Professions) post QAC Nursing Plan annual progress report (Executive Director of Nursing, Professions and Quality) post QAC SHSC strategic priorities review (Director of Strategy) <p><u>Governance</u></p> <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)