

	Type	accountable director	Author	Notes	Frequency	May	June (EO)	July	Sept	Nov	Jan	March
Public Board Annual Work Programme 2023-2024												
<ul style="list-style-type: none"> •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. Cover sheets/summaries to draw out any risks and implications. •MH has confirmed the Medical Revalidation statement has been signed and submitted in advance of the NHSE date of 31 October 2023 •MH to confirm timing for the learning disability model to be brought back to the Board post discussion when completed. Timing to be confirmed for Committees, QAC and Council of Governors planners •PE to confirm timing for receipt of updated IPQR approach • Following discussions with STH, the Annual update on Charity governance it is unlikely we will receive this until the new financial year. New date is likely to be May 2024 • Learning Disability model to be brought back to Board post discussion at committees in January 											Key: D- Deferred	
	Type	accountable director	Author	Notes	Specified frequency	May	June (EO)	July	Sept	Nov	Jan	March
Date of meeting												
Submission deadline												
						Q1	Q1	Q2	Q2	Q3	Q4	Q4
Standing Items												
Experience story (SU, Carer or staff)	V	Executive Director of Nursing, Professions and Quality	N/A		Standing	X	X	X	X	X	X	X
Welcome, declaration of interest, minutes, matters arising and action log	■	Chair	N/A		Standing	X	X	X	X	X	X	X
Chairs report (including Council of Governors/membership matters)	■	Chair	N/A		Standing	X	X	X	X	X	X	X
CEO report	■	Chair	N/A		Standing	X	X	X	X	X	X	X
Board committee activity reports (AAA) and approved minutes	V	Chair	NEDs		Standing	X	X	X	X	X	X	X
System updates - Via Chair and CEO reports with stand-alone substantial items as required	V	Chair/CEO	N/A		Standing	X	X	X	X	X	X	X
Integrated Performance and Quality Report (Dir of Finance)	■	Chair	Executive Director of Finance		Standing	X	X	X	X	X	X	X
Finance Performance Report	■	Chair	Executive Director of Finance		Standing	X	X	X	X	X	X	X
Board Assurance Framework	■	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance		Standing			X	X		X	X
Corporate Risk Register	■	Director of Corporate Governance	Head of Corporate Assurance Director of Corporate Governance		Standing			X	X	X	X	X
Operational resilience and business continuity	■	Director of Operations	Senior Head of Service		Standing	X	X	X	X	X	X	X
Quality Assurance Report	■	Executive Director of Nursing, Professions and Quality			Standing	X	X	X	X	X	X	X
Transformation Portfolio Report	■	Director of Operations	Head of Programme Management Office		Standing	X	X	X	X	X	X	X
ICS/Provider Collaborative /PLACE - Sector changes and governance as required – including South Yorkshire MHLDA Collaborative Board update following Board meetings (joint forward plan received July 2023)	■	Chief Executive	Deputy Director of Strategy and Planning, Director of Corporate Governance, Chief Executive		Standing			X	X	X	X	X
Questions received in advance from Governors and the Public	■	Chair			Standing	X	X	X	X	X	X	X
Board forward plan (public)	■	Chair	Director of Corporate Governance		Standing	X	X	X	X	X	X	X
Reflections at the end of meeting and agreement on items to include in the report to the Governors	■	Chair			Standing	X	X	X	X	X	X	X
Performance and Quality												
Quality Assurance Report	■	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of PMO					X			X	
Complaints Annual Report	■	Executive Director of Nursing, Professions and Quality	Head of clinical risk and Head of complaints	post QAC	Annual			X				
Controlled Drugs Accountable Officer (CDAO) Annual Report	■	Executive Medical Director	Deputy Chief Pharmacist		Annual			X				
Quality Improvement bi-annual progress report	■	Executive Medical Director	Head of continuous improvement	post QAC	Bi-Annual			X			X	
Service User engagement bi-annual report	■	Executive Director of Nursing, Professions and Quality		post QAC	Bi-Annual			D			X	
Freedom to Speak Up Annual Report (Guardian).	■	Director of Corporate Governance	Freedom to Speak Up Guardian	post QAC/People	Annual	X (Q4)						
Quarterly Patient Safety Report (need to confirm which months this is coming)	■	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Quarterly			X				
Guardian of safe working Annual Report	■	Executive Medical Director	Guardian of Safe working	post QAC	Annual	X						
Guardian of safe working Quarterly Report	■	Executive Medical Director	Guardian of Safe working	post QAC	Quarterly				X (Q1)	X (Q2)		X (Q3)
Eliminating mixed sex accommodation annual declaration	■	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post QAC	Annual	X						
Quarterly Mortality Report	■	Executive Medical Director	Patient Safety Specialist		Quarterly	X (Q4)			X (Q1)	X (Q2)		X (Q3)
Annual Mortality Report	■	Executive Medical Director	Patient Safety Specialist	post QAC	Annual				X			
Annual Operating Plan quarterly	■	Executive Director of Finance and Director of Strategy	Deputy Director of Strategy and Planning	post FPC	Quarterly	X (Q4)				X (Q1)	X (Q2)	X (Q3)
Annual Operating Plan 2023/24	■	Director of Strategy	Deputy Director of Strategy and Planning	post FPC and COG	Annual	X						X
Waiting Times (supporting people whilst they are waiting)	■	Director of Ops and Transformation	Director of Ops and Transformation	covered in the operational resilience and business continuity paper					X			

Annual Performance Review Annual Report	█	Executive Director of Finance	Executive Director of Finance		Annual	X						
Quality Accounts	█	Executive Director of Nursing, Professions and Quality	Head of Clinical Governance and Risk	post CoG, QAC and ARC	Annual		X					
Safeguarding Annual report (adults and children)	█	Executive Director of Nursing, Professions and Quality	Head of Safeguarding	post QAC	Annual				X			
Safe staffing Bi-annual report + declaration (sept)	█	Executive Director of Nursing, Professions and Quality	Head of Nursing	post QAC. Declaration= September	Bi-Annual				X			X
Use of Force Annual Report	█	Executive Director of Nursing, Professions and Quality	Nurse Consultant Restrictive Practices, Head of Nursing, Acute and Community Directorate		Annual				X			
Outcome of PLACE visits	█	Director of Operations and Transformation	Head of Facilities and Health and Safety	post QAC, to be confirmed	Annual						X	
Annual Budget setting	█	Executive Director of Finance	Deputy Director of Finance		Annual							X
Finance Plan	█	Executive Director of Finance	Executive Director of Finance		Annual							X
Back to Good Closure report	█	Executive Medical Director	Head of Clinical Quality Standards, Head of PMO	as agreed at July Board post QAC (moved to Nov)					D	X		
Back to Good reports	█	Executive Medical Director	Head of Clinical Quality Standards, Head of PMO	post QAC		X		X				
PSIRF – approval of report for publishing on website	█	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	post agreement of final framework and implementation plan are agreed across PLACE – as advised at July Board.						X		
Learning and safety report	█	Executive Director of Nursing, Professions and Quality	Patient Safety Specialist	Need to confirm timing for the Q reports	Quarterly				X			
Maple Ward - Business case approval	█	Director of Operations and Transformation	Director of Operations and Transformation	post FPC. Update at Workshop in Dec and progress in private in Nov.								X
Fulwood paper	█			TBC						X		
Suicide Prevention Strategy Progress Report	█	Executive Medical Director	Patient Safety Specialist	post QAC	Annual							X
People												
Clinical excellence awards	█	Exec Medical Director/ Executive Director of People	Exec Medical Director/ Executive Director of People	In CEO report - post people committee	Annual				X			
Workforce standards annual review – Disability Equality Standard (WDES) and the Workforce Race Equality Standard (WRES)	█	Executive Director of People	Head of Equality and Inclusion	moved from September in line with new national reporting requirements	Annual				X			
Gender Pay Gap Report 2023	█	Executive Director of People	Head of Equality and Inclusion	post people committee	Annual	X						
Annual Equality and Human Rights Report	█	Executive Director of People	Head of Equality and Inclusion and Human Rights Officer	including proposed refreshed draft Equality Objectives (2024-2028) post People Committee and prior to final sign off in March 2024)	Annual				D	X		
NHS Equality Delivery System report	█	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual						X	
Staff Survey results	█	Executive Director of People	Head of Equality and Inclusion	post People Committee	Annual							X
Annual Equality and Human Rights Report (2022-23)	█	Executive Director of People			Annual						X	
Equality Objectives 2024-2028 Report	█	Executive Director of People	Head of Equality and Inclusion		Annual							X
Strategies												
People plan Strategy (People delivery plan)	█	Executive Director of People	Head of Equality and Inclusion	post People Committee. Q4 will fall in next financial year.	Quarterly				X (Q1)		X (Q2)	X (Q3)
Estates strategy (2021-2026) annual review/progress update	█	Director of Strategy	Director of Strategy and Director of Operations and Transformation	Post FPC	Annual				X			
Quality Strategy (2022-2026) – annual review	█	Executive Director of Nursing, Professions and Quality	Head of Clinical Quality Standards, Head of Continuous Improvement	post QAC	Annual	X						
Finance strategy annual review	█	Executive Director of Finance	Deputy Director of Finance		Annual					X		
Digital Strategy (2021-2025) – annual review (approved Nov 2021)	█	Executive Director of Finance	Executive Director of Finance	annual review post FPC via DSG reporting. Needs to be delayed to new financial year – team currently focused on EPR.	Annual						D	
Clinical and Social Care (2021-2026) Strategy Annual review (approved July 2021)	█	Medical Director	Director Psychological Services Programme Lead	post QAC	Annual						X	
Sustainability and Green Plan Strategy (2022-26)	█	Executive Director of Finance	Head of Technical Support	annual review post FPC	Annual						X	
Carers and Young Carers Strategy (2023-2026) Annual review	█	Executive Director of Nursing, Professions and Quality		post QAC	Annual						X	
Strategic update including briefing from MHLDA collaborative meetings if received	█	Chief Executive	Chief Executive	If received	As required						X	X
Research, innovation and effectiveness strategy (2022-2026) approved March 2022)	█	Executive Medical Director	Deputy Director: Research	post QAC	Annual							X

