

# Public Board of Directors Annual Work Programme 2024-2025

**Notes:**

\* Any additional reporting related to Health Inequalities is to be reflected. Work is taking place to consider the future approach to annual strategy reviews of the enabling strategies and around potential changes to the IPQR, and Transformation reporting.

\* Strategies – agreed to receive these once a year as a slide deck.

\* Reference to the work commissioned in relation to fire door safety to be included in the Health and Safety report 2024/25 and in the Trust Annual Report for 2024/25

\* Risk Management Framework refresh moved from November to July for ARC and Board.

\* Communications and Engagement (involvement) strategy - timing for receipt at BoD to be confirmed

\*EPRR action plan to January BoD

\*Trust-wide strategy refresh - tbc for May 2025. Structure of strategy reporting to be brought back to the Board for agreement (as noted in November BoD meeting)

	Type	Executive Lead	Author	Frequency	May	June (EO)	July	Sept	Nov	Jan	March
Date of meeting											
Submission deadline											
Quarter					Q1	Q1	Q2	Q2	Q3	Q4	Q4
<b>Standing Items</b>					May	June (EO)	July	Sept	Nov	Jan	March
Experience story (SU, Carer or staff)	V	Executive Director of Nursing, Professions & Quality	N/A	Standing	X	X	X	X	X	X	X
Experience story reflection	V	Executive Director of Nursing, Professions & Quality	N/A	Standing	X	X	X	X	X	X	X
Welcome, declaration of interest, minutes, matters arising and action log	V	Chair	N/A	Standing	X	X	X	X	X	X	X
Chairs report	V	Chair	N/A	Standing	X	X	X	X	X	X	X
CEO report	■	Chief Executive	Chief Executive	Standing	X	X	X	X	X	X	X
Board committee activity reports	■	Non-Executve Directors	Coroprate Assurance team	Standing	X	X	X	X	X	X	X
Reflections on the meeting including unconscious bias	V	Chair	N/A	Standing	X	X	X	X	X	X	X
Questions from Governors and the public	V	Chair	N/A	Standing	X	X	X	X	X	X	X
Public Board of Directors work programme	■	Chair	N/A	Standing	X	X	X	X	X	X	X
<b>Strategic Aim: Deliver Outstanding Care</b>											
<b>Quality &amp; Safety</b>					May	June (EO)	July	Sept	Nov	Jan	March
Clinical and Social Care (2021-2026) Strategy Annual review/ Progress update (approved July 2021)	■	Executive Medical Director	Director Psychological Services Programme Lead	Annual					X		
Quality Accounts	■	Executive Director of Nursing, Professions & Quality	Head of Clinical Governance & Risk	Annual		X					
Quality Assurance Report	■	Executive Director of Nursing, Professions & Quality	Head of Clinical Quality Standards & Deputy DIPC	Bi-Annual			X			X	
Quality Improvement Bi-Annual Progress Report	■	Executive Medical Director Executive Director of Nursing, Professions & Quality	Head of Continuous Improvement	Bi-Annual			X				X
Patient Safety Report Includes learning lessons and PSIRF (Learning and Safety Report)	■	Executive Director of Nursing, Professions & Quality	Patient Safety Specialist	Quarterly			Annual			X	X
Safe Staffing Bi-Annual Report and Declaration	■	Executive Director of Nursing, Professions & Quality	Head of Nursing	Bi-Annual			D	X			X
Eliminating mixed sex accommodation annual declaration	■	Executive Director of Nursing, Professions & Quality	Patient Safety Specialist	Annual	X						
Mortality report (Quarterly and Annual)	■	Executive Medical Director	Patient Safety Specialist	Quarterly	Q4			Q1 Annual	Q2		Q3
Lived experience report including *Carers and Young Carers Strategy (2023-2026) Annual review/ Progress update *Service User Engagement and Experience Strategy (2022-26) / Progress update *PCREF update	■	Executive Director of Nursing, Professions & Quality	Head of Engagement and Experience Team	Bi-Annual			X			X	

Safeguarding annual report (adults and children)	☰	Executive Director of Nursing, Professions & Quality	Head of Safeguarding	Annual			X				
Use of force annual report/ Least restrictive practice plan	☰	Executive Director of Nursing, Professions & Quality	Nurse Consultant Restrictive Practices Head of Nursing, Acute & Community Directorate	Annual				X		X	X Update
Suicide prevention strategy progress report	☰	Executive Medical Director	Patient Safety Specialist	Annual			D	X			
Freedom to Speak Up Guardian – annual update on progress with strategy	☰	Associate Director of Communications and Corporate Governance	Freedom to Speak Up Guardian	Annual							X
Guardian of Safe Working Quarterly and Annual Report	☰	Executive Medical Director	Guardian of Safe Working	Quarterly	Q4			Q1	Q2		Q3
Controlled Drugs Accountable Officer (CDAO) Annual Report	☰	Executive Medical Director	Deputy Chief Pharmacist	Annual			D	X			
Complaints Annual Report	☰	Executive Director of Nursing, Professions & Quality	Head of Clinical Risk Head of Complaints	Annual			X				
Research, innovation and effectiveness strategy / Progress update	☰	Executive Medical Director	Deputy Director: Research	Annual							X
Patient-Led Assessment of the Care Environment (PLACE)	☰	Director of Strategy	Head of Facilities and Health & Safety	Annual	X						
Medical Annual Appraisal & Revalidation Report	☰	Executive Medical Director	Responsible Officer: Sohbi Girgis, Medical Compliance Officer	Annual				X			
<b>Strategic Aim: Effective Use of Resources</b>					May	June (EO)	July	Sept	Nov	Jan	March
<b>Performance and Quality</b>											
Transformation Portfolio report – post FPC		Director of Strategy	Head of PMO	Standing	X		X	X	X	X	X
Integrated Performance and Quality Report (IPQR)	☰	Executive Director of Finance	Business performance with input from Executive leads	Standing	X		X	X	X	X	X
Monthly Finance report	☰	Executive Director of Finance	Executive Director of Finance	Standing	X		X	X	X	X	X
Finance strategy annual review / progress update	☰	Executive Director of Finance	Deputy Director of Finance	Annual				X			
Estates Strategy (2021-2026) annual review/progress update	☰	Director of Strategy	Director of Strategy	Annual			D	X			
Sustainability and Green Plan strategy 2022-26 progress update	☰	Executive Director of Finance	Sustainability lead	Annual						X	
Digital Strategy (2021-2025) – annual review / Progress update (approved Nov 2021)	☰	Executive Director of Finance	Executive Director of Finance	Annual							
Annual Operational Plan 2024/25	☰	Director of Strategy	Deputy Director of Strategy and Planning	Annual	X					X	?
Finance Plan 2024-2025	☰	Executive Director of Finance	Executive Director of Finance	Annual	X					X	X
Annual Budget setting	☰	Executive Director of Finance	Deputy Director of Finance	Annual	X						X
Annual review of Performance Framework and KPIs	☰	Executive Director of Finance	Executive Director of Finance	Annual			X				
<b>Strategic Aim: Great Place to Work</b>					May	June (EO)	July	Sept	Nov	Jan	March
People Strategy (2023-2026) (people delivery plan) / Progress update	☰	Executive Director of People	Executive Director of People	Annual			Q1 D	Q1 D	Q1/2 D		X

Gender Pay Gap Report 2024	☰	Executive Director of People	Head of Equality and Inclusion	Annual	X						
Clinical excellence awards	☰	Executive Medical Director Executive Director of People	Executive Medical Director Executive Director of People	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	Annual			X				
Staff Survey results	☰	Executive Director of People	Head of Equality and Inclusion	Annual							X
Annual Equality and Human Rights Report *Equality Objectives 2024-2028 in March 2024	☰	Executive Director of People	Head of Equality and Inclusion Human Rights Officer	Annual					X (approval)		
<b>Strategic Aim: Ensure Our Services Are Inclusive</b>					May	June (EO)	July	Sept	Nov	Jan	March
<b>Partnerships/ Transformation</b>											
Systems and Partnerships briefing *including the SY MHLDA Provider Collaborative meeting notes *including SY MHLDA annual report	☰	Director of Strategy and Chief Executive	Director of Strategy	Standing	X		X	X	X	X	X
Bi-annual population health update	☰	Executive Medical Director	Head of Population Health and Inequalities, Public Health Registrar	Bi-Annual	X				X		
New Joint Health and Wellbeing Strategy, the ‘Fair and Healthy Sheffield Plan’. (Included in the Bi- annual population health update to BoD in November 24)	☰	Director of Strategy	Director of Strategy	Adhoc					X		
Health Inequalities reporting including BoD self-assessment and draft inequality action plan (included in the Bi- annual population health update to BoD in November 24)	☰	Director of Strategy	Head of Population Health and Inequalities,	Statutory requirement - for annual approval for publication June (development Board) Oct (development Board)				X TBC	X(approval)		
<b>Strategy</b>											
<b>Strategy – see strategies listed under strategic Aims</b>					May	June (EO)	July	Sept	Nov	Jan	March
SHSC overarching strategic priorities review	☰	Director of Strategy	Director of Strategy	Annual							X
<b>Governance</b>					May	June (EO)	July	Sept	Nov	Jan	March
Board Assurance Framework	☰	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance with Executive leads	As outlined			X	X		X	X
Corporate Risk Register	☰	Associate Director of Communications and Corporate Governance	Head of Corporate Assurance	Standing	X		X	X	X	X	X
Annual Report and Accounts *including the Health Inequalities statement	☰	Associate Director of Communications and Corporate Governance Executive Director of Finance	Associate Director of Communications and Corporate Governance Executive Director of Finance	Annual	D	X					

Receipt of Head of Internal Audit Opinion and external audit report	☐	Internal and External Audit (via Executive Director of Finance & Associate Director of Communications and Corporate Governance)	N/A	Annual	D	X						
Emergency Preparedness, Resilience and Response Annual Report	☐	Director of Operations	Director of Operations	Annual				X	X			
Annual Health and Safety report	☐	Director of Strategy	Head of Facilities and Health and Safety	Annual			X					
Annual Update on Charity Governance	☐	Executive Director of Finance	Deputy Director of Finance	Annual			D	X				
Annual Review of SFIs/SO and Scheme of Delegation	☐	Associate Director of Communications and Corporate Governance Executive Director of Finance	Associate Director of Communications and Corporate Governance Executive Director of Finance	Annual								X
Annual Mental Health Scheme of Delegation	☐	Executive Medical Director	Head of Mental Health Legislation	Annual				X				
Data and Information Governance Annual Report (inc SIRO/Caldicott)	☐	Executive Director of Finance (SIRO)	Executive Director of Finance	Annual			X					
Risk Management Framework review proposed to be received annually in July	☐	Executive Medical Director (Caldicott)	Director of Corporate Governance	Annual	D		X		D			
<b>Items covered in the Governance Report</b>						May	June (EO)	July	Sept	Nov	Jan	March
Non-Executive Director (NED) Champion roles and membership of committees	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual								X
Declarations, gifts and hospitality register	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual	X						X update	
FFP declarations	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual			X					
Use of Seal	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual			X					
Any proposed changes to the Constitution for approval	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual			X					
Modern Slavery and Human Trafficking statement	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual	D		X					
Covid-19 inquiry update	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual								
Annual reports from the Board Assurance Committees post receipt at their committees (including reviews of effectiveness work plans for 2023/24 and reviews of TORs)	☐	Chairs and Executive Leads	Executive Leads	Annual			X					
Board review of effectiveness	☐	Associate Director of Communications and Corporate Governance	Associate Director of Communications and Corporate Governance	Annual				X				
<b>Other Matters</b>						May	June (EO)	July	Sept	Nov	Jan	March
Learning Disability Programme review	☐	Director of Operations	Director of Operations	Adhoc				X				

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