

## Public Board of Directors Annual Work Programme 2024-2025

	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) <i>*carer experience story Jan 2026</i>	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
Questions from Governors and the public	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
Any other urgent business	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 Account	☰	Executive Director of Nursing, Professions & Quality	Head of Quality	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 <i>Executive Director of Nursing, Professions &amp; Quality</i>	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	X			Annual		X	X
Safe Staffing Bi-Annual Report and Declaration	☰	Executive Director of Nursing, Professions & Quality	Head of Nursing	Bi-Annual				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	Care standards lead	Quarterly	Q4			Q1 Annual	Q2		Q3
Lived experience report including <i>*Carers and Young Carers Strategy (2023-2026) Annual review/ Progress update</i> <i>*Service User Engagement and Experience Strategy (2022-26) / Progress update</i> <i>*PCREF update</i>	☰	Executive Director of Nursing, Professions & Quality	Head of Engagement and Experience Team Peer Suport work lead	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 <i>*timing for reporting in 2025-2026 to be confirmed</i>		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			
Independent Mental Health Homicide Review		Executive Director of Nursing, Professions & Quality		As required							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		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
Finance report		Executive Director of Finance	Executive Director of Finance	Standing	X		X	X	X	X	X
Finance Plan 2025-2026		Executive Director of Finance	Executive Director of Finance	Annual	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 and priorities 2025/26	☰	Director of Strategy	Deputy Director of Strategy and Planning	Annual	X					X	X
Operational Plan 2024-25	☰	Director of Strategy	Deputy Director of Strategy and Planning	bi- annual	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)		

Strategy											
Strategy – see strategies listed under strategic Aims					May	June (EO)	July	Sept	Nov	Jan	March
SHSC Tust strategy		Director of Strategy	Director of Strategy	Annual							tbc X
Governance					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	3 yearly ? 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		
Items covered in the Governance Report					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			
Annual Update on Charity Governance	☰	Director of Strategy	Director of Strategy				X				
Mental Health bill briefing	☰	Executive Medical Director	Executive Medical Director				X				
Values into behaviours <i>*Milestones will be agreed by the values delivery group and timings for reporting to board will be confirmed for 2025-26</i>										X	
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Date of meeting											
Submission deadline											
Quarter					Q1	Q1	Q2	Q2	Q3	Q4	Q4