

NHS HULL CCG BOARD WORKPLAN 2018-2019

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
Strategic Considerations										
Business Continuity Management Plan	Director of Integrated Commissioning	Yearly								
Integrated Care Centre Business Case Stage 1	Director of Integrated Commissioning	As Necessary								
Integrated Care Centre Update	Director of Integrated Commissioning	As Necessary			X					
Integrated Commissioning	Director of Integrated Commissioning	Twice Yearly								
Strategy Development	Executive Team	As Necessary								
Update on National Guidance	Executive Team	As Necessary								
Governance										
Annual Accounts Report	Chief Finance Officer	Yearly			X					
Annual Audit Letter	Chief Finance Officer	Yearly			X					
Annual Declarations of Member's Interests	Associate Director of Corporate Affairs	Yearly					X			
Annual General Meeting - For Info – 18 May 2018	Associate Director of Communications and Engagement	Yearly								

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
Annual Governance Statement with Accounts	Associate Director of Corporate Affairs / Chief Finance Officer	Yearly			X					
CCG Annual Report	Associate Director of Communications and Engagement	Yearly			X					
CCG Board Workplan	Associate Director of Corporate Affairs	Yearly			X					
Constitution	Associate Director of Corporate Affairs	Yearly				X				
Integrated Audit and Governance Committee Terms of Reference	Chief Finance Officer / Associate Director of Corporate Affairs	Yearly				X				
Planning and Commissioning Committee Terms of Reference	Director of Integrated Commissioning / Associate Director of Corporate Affairs	Yearly				X				
Primary Care Joint Commissioning Committee Terms of Reference	Chief Finance Officer / Associate Director of Corporate Affairs	Yearly				X				
Quality and Performance Committee Terms of Reference	Director of Quality and Clinical Governance / Executive Nurse / Associate Director of Corporate Affairs	Yearly				X				
Remuneration Committee Terms of Reference	Associate Director of Corporate Affairs	Yearly				X				
Risk Register / Board Assurance Framework	Associate Director of Corporate Affairs	Twice Yearly		X			X			X
Use of Corporate Seal - Quarterly Report	Associate Director of Corporate Affairs	Quarterly	X		X		X		X	
Quality and Performance										
Care Quality Commission Safeguarding and Looked After Children Inspection Action Plan	Director of Quality & Clinical Governance / Executive Nurse	Ad Hoc				X				

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
Communications and Engagement Annual Report	Associate Director of Communications and Engagement	Yearly				X				
Controlled Drugs Annual Report	Director of Quality & Clinical Governance / Executive Nurse	Yearly					X			
Extended Access	Director of Integrated Commissioning	Ad Hoc		X						
Individual Funding Requests Annual Report	Director of Integrated Commissioning	Yearly				X				
Infection Control Annual Report	Director of Quality & Clinical Governance / Executive Nurse	Yearly				X				
Integrated Audit & Governance Committee Annual Report	Committee Chair / Chief Finance Officer	Yearly				X				
Patient Experience/Annual Report (including complaints)	Associate Director of Communications and Engagement	Yearly						X		
Patient Stories	Associate Director of Communications and Engagement	Every Meeting	X	X	X	X	X	X	X	X
Planning & Commissioning Committee Annual Report	Committee Chair / Director of Integrated Commissioning	Yearly				X				
Primary Care Commissioning Committee Annual Report	Committee Chair / Director of Integrated Commissioning	Yearly				X				
Quality & Performance Committee Annual Report	Committee Chair / Director of Quality & Clinical Governance / Executive Nurse	Yearly				X				
Quality & Performance Report (including contracts, finance & performance) -- Part One and Part Two	Chief Finance Officer	Every Meeting	X	X	X	X	X	X	X	X
Quality Accounts	Director of Quality and Clinical Governance / Executive Nurse	Yearly					X			

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
Research and Development Update	Director of Quality and Clinical Governance / Executive Nurse	Once Yearly and Annual Report			X			X		
Safeguarding (Adults & Children's) Report	Director of Quality & Clinical Governance / Executive Nurse	Quarterly and Annual Report Yearly		X		X Q4 / Annual Report		X		X
Serious Incident Update	Director of Quality and Clinical Governance / Executive Nurse	Quarterly and Annual Report Yearly	X Quarter 3		X Q4 / Annual Report	X Quarter 1		X Quarter 2	X Quarter 3	
Strategy										
Equality and Diversity Update/Objectives	Associate Director of Corporate Affairs	Yearly				X				
Health and Wellbeing Strategy / Update	Director of Public Health and Adults	As Necessary								
Humber Coast and Vale Sustainability Transformation Plan Update	Chief Officer	Every Meeting	X	X	X	X	X	X	X	X
Operational Plan	Director of Integrated Commissioning	Yearly		X						X
Hull Place Based Plan Board Update	Director of Integrated Commissioning	Bi Monthly	X	X	X	X	X	X	X	X
Standing Items										
Chief Officer Update Report	Chair/Chief Officer	Every Meeting	X	X	X	X	X	X	X	X
Declaration of Member's Interests (as relevant to each meeting)	Associate Director of Corporate Affairs	Every Meeting	X	X	X	X	X	X	X	X
Declaring of Gifts & Hospitality	Associate Director of Corporate Affairs	Every Meeting	X	X	X	X	X	X	X	X

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
Use of Corporate Seal - Quarterly Report	Associate Director of Corporate Affairs	Quarterly			X			X		
Reports for Information Only										
Annual Workforce and Organisational Development Report	Director of Quality and Clinical Governance / Executive Nurse	Yearly				X				
Board Development Programme (including CCGB Competencies)	Director of Quality and Clinical Governance / Executive Nurse / Associate Director of Corporate Affairs	Yearly					X			
Employee Engagement Survey Results and Action Plan Report	Director of Quality and Clinical Governance / Executive Nurse	Yearly				X				
Employee Health and Well-Being Strategy	Director of Quality and Clinical Governance / Executive Nurse	Yearly				X				
Health and Safety Annual Report (Including Statutory/Mandatory Training)	Director of Quality and Clinical Governance / Executive Nurse	Yearly				X				
Integrated Audit & Governance Committee Chairs Monthly Assurance Report and Minutes	Committee Chair / Chief Finance Officer	Every Meeting (if applicable)	X	X	X	X	X	X	X	X
Mortality Collaborative Update	Director of Quality & Clinical Governance / Executive Nurse	Twice Yearly						X		
Planning and Commissioning Committee Chairs Monthly Update Report and Minutes	Committee Chair / Director of Integrated Commissioning	Every Meeting (if applicable)	X	X	X	X	X	X	X	X
Primary Care Commissioning Committee Update Report and Minutes	Director of Integrated Commissioning	Every Meeting (if applicable)	X	X	X	X	X	X	X	X
Quality and Performance Committee Monthly Update Report and Minutes	Committee Chair / Director of Quality and Clinical Governance/Executive Nurse	Every Meeting (if applicable)	X	X	X	X	X	X	X	X

Report	Identified Lead	Frequency of Reporting	26 January 2018	23 March 2018	25 May 2018	27 July 2018	28 September 2018	23 November 2018	25 January 2019	22 March 2019
General										
Policies	Director of Quality and Clinical Governance / Executive Nurse	As Necessary								