

NHS HULL CCG BOARD WORKPLAN 2019-2020

Key: Part 2

Report	Identified Lead	Frequency of Reporting	26 January 2019	23 March 2019	25 May 2019	27 July 2019	28 September 2019	23 November 2019	25 January 2020	22 March 2020
Provider Organisations Presentations from Chief Officers	Chair - Part 2									
Strategic Considerations										
Business Continuity Management Plan	Director of Integrated Commissioning	Yearly								
Integrated Care Centre Update	Director of Integrated Commissioning	As Necessary			X					
Integrated Commissioning	Director of Integrated Commissioning	As Necessary								
Integrated Commissioning - Place	Director of Integrated Commissioning	As Necessary					X			
Integrated Delivery Framework	Chief Finance Officer	As Necessary				X				
Strategy Development	Executive Team	As Necessary								
Update on National Guidance	Executive Team	As Necessary								
Governance										
Annual Accounts Report Final sign off	Chief Finance Officer	Yearly			X					
Annual Audit Letter	Chief Finance Officer	Yearly				X				

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Annual Declarations of Member's Interests	Associate Director of Corporate Affairs	Yearly					X			
Annual General Meeting – 10 July 2019	Associate Director of Communications and Engagement	Yearly								
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					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 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				
Committees in Common Terms of Reference	Director of Integrated Commissioning / Associate Director of Corporate Affairs	Yearly				X				
Remuneration Committee Terms of Reference	Associate Director of Corporate Affairs	Yearly				X				

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Risk Register	Associate Director of Corporate Affairs	Twice Yearly		X			X			X
Board Assurance Framework Update	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										
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				

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Quality & Performance Committee Annual Report	Committee Chair / Director of Quality & Clinical Governance / Executive Nurse	Yearly				X				
Committees in Common Annual Report	Director of Integrated Commissioning	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 & Performance Report (including contracts, finance & performance) - 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			
Re-procurement of a Specialist Stop Smoking Service	Director of Public Health	Ad Hoc							X	
Research and Development Update	Director of Quality and Clinical Governance / Executive Nurse	Once Yearly and Annual Report			X			X		
Safeguarding (Adults & Children's) Six Monthly Reports	Director of Quality & Clinical Governance / Executive Nurse	Six Monthly & Annual Report	X			X				
Safeguarding (Adults & Children's) Report – Part Two	Director of Quality & Clinical Governance / Executive Nurse	Quarterly and Annual Report Yearly		X		X Q4 / Annual Report			X Quarter 2 Reports (deferred from Nov)	X
Serious Incident Update - Part Two	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										

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Workforce and Organisational Development Report	Director of Quality and Clinical Governance / Executive Nurse	6 Monthly	X				X			
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 Partnership Update	Chief Officer	Every Meeting	X	X	X	X	X	X	X	X
Operational Financial Plan sign off	Chief Finance Officer	Yearly		X						X
Hull Place Based Plan Board Update	Director of Integrated Commissioning	Bi Monthly	X	X	X	X	X	X	X	X
Humber Joint Commissioning Committee Update	Chief Officer	Monthly	X	X	X	X	X	X	X	X
Health and Safety Annual Report (Including Statutory/Mandatory Training)	Director of Quality and Clinical Governance / Executive Nurse	Yearly				X				
Procurement Report - Contract Awards - Part Two	Chief Officer	As Necessary			X					
Integrated Commissioning										
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

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Use of Corporate Seal - Quarterly Report	Associate Director of Corporate Affairs	Quarterly			X			X		
Reports for Information Only										
Board Development Programme (including CCGB Competencies)	Director of Quality and Clinical Governance / Executive Nurse / Associate Director of Corporate Affairs	Yearly					X			
CCG Health and Wellbeing – Part Two	Director of Quality & Clinical Governance/Executive Nurse	As Necessary		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
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 Monthly 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
Remuneration Committee Update Report and Minutes - Part Two	Committee Chair / Director of Quality and Clinical Governance / Executive Nurse	Every Meeting (if applicable)	X		X	X				
General										
Policies	Director of Quality and Clinical Governance / Executive Nurse	As Necessary								