

## NHS HULL CCG BOARD WORKPLAN 2021 - 2022

Clinical Commissioning Group

Key:  Private  
Part 2

Report	Identified Lead	Frequency of Reporting	28 May 2021	23 July 2021	24 September 2021	26 November 2021	28 January 2022	25 March 2022
<b>Presentations</b>								
Patient Stories	Associate Director of Communications and Engagement	Every Meeting	X	X	X	X	X	X
Provider Organisations Presentations from Chief Officers	Chair							
<b>Strategic Considerations</b>								
Business Continuity Management Plan	Associate Director of Corporate Affairs	Yearly						
Integrated Commissioning	Interim Chief Operating Officer	As Necessary						
Integrated Commissioning - Place	Interim Chief Operating Officer	As Necessary						
Integrated Delivery Framework	Chief Finance Officer	As Necessary						
Strategy Development	Executive Team	As Necessary						
Update on National Guidance	Executive Team	As Necessary						
<b>Governance</b>								

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Annual Accounts Report Final sign off	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	Associate Director of Communications and Engagement	Yearly			X			
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	Deferred to July X	X				
Constitution	Associate Director of Corporate Affairs	Yearly			X			
Equality Standards Report 2019: Workforce Race Equality Standard, Workforce Disability Equality Standard, Equality Delivery System	Associate Director of Communications and Engagement	Yearly			X			
Equality and Diversity Annual Report	Associate Director of Communications and Engagement	Yearly						X
Integrated Audit and Governance Committee Terms of Reference	Chief Finance Officer Submitted via Associate Director of Corporate Affairs	Yearly			X			
Planning and Commissioning Committee Terms of Reference	Interim Chief Operating Officer	Yearly			X			

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	Submitted via Associate Director of Corporate Affairs							
Primary Care Commissioning Committee Terms of Reference	Chief Finance Officer  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Quality and Performance Committee Terms of Reference	Deputy Director of Quality and Clinical Governance/Lead Nurse  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Committees in Common Terms of Reference	Interim Chief Operating Officer  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Remuneration Committee Terms of Reference	Committee Chair  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Risk Register	Associate Director of Corporate Affairs	Twice Yearly			X			X
Board Assurance Framework Update	Associate Director of Corporate Affairs	Twice Yearly		X				X
Use of Corporate Seal - Quarterly Report	Associate Director of Corporate Affairs	Quarterly	X		X		X	
<b>Quality and Performance</b>								
Communications and Engagement Annual Report	Associate Director of Communications and Engagement	Yearly			X			

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Controlled Drugs Annual Report	Acting Director of Nursing and Quality	Yearly			X			
Humber Acute Services Review Update	Accountable Officer	Every Meeting	X	X	X	X	X	X
Humber Acute Services Review Update - <b>Part Two</b>	Accountable Officer	Every Meeting	X	X	X	X	X	X
Individual Funding Requests Annual Report	Interim Chief Operating Officer	Yearly				X		
Infection Control Annual Report	Acting Director of Nursing and Quality	Yearly				X		
Patient Experience/Annual Report (including complaints)	Associate Director of Communications and Engagement	Yearly		X				
Personal Health Budgets	Acting Director of Nursing and Quality	Ad Hoc						
Integrated Audit & Governance Committee Annual Report	Committee Chair / Chief Finance Officer  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Planning & Commissioning Committee Annual Report	Committee Chair / Director of Integrated Commissioning  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Primary Care Commissioning Committee Annual Report	Committee Chair / Director of Integrated Commissioning  Submitted via Associate Director of Corporate	Yearly			X			

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	Affairs							
Quality & Performance Committee Annual Report	Committee Chair / Acting Director of Nursing and Quality  Submitted via Associate Director of Corporate Affairs	Yearly			X			
Committees in Common Annual Report	Interim Chief Operating Officer  Submitted via Associate Director of Corporate Affairs	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
Quality & Performance Report (including contracts, finance & performance) - <b>Part Two</b>	Chief Finance Officer	Every Meeting	X	X	X	X	X	X
Quality Accounts	Acting Director of Nursing and Quality	Yearly				X		
Re-procurement of a Specialist Stop Smoking Service	Director of Public Health	Ad Hoc						
Research and Development Update	Acting Director of Nursing and Quality	Once Yearly and Annual Report			X			X
Safeguarding (Adults & Children's) Six Monthly Reports	Acting Director of Nursing and Quality	Six Monthly & Annual Report	X			X		
Safeguarding (Adults & Children's) Report / Safeguarding Adult Reviews, Domestic Homicide Reviews and MAPPA cases – <b>Part Two</b>	Acting Director of Nursing and Quality	Six Monthly	X			X		

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Serious Incident Update - <b>Part Two</b>	Acting Director of Nursing and Quality	Quarterly and Annual Report Yearly	X Quarter 3		X Q4 / Annual Report	X Quarter 1		X Quarter 2
Commissioning Support Services – Lead Provider Framework - Lot 1 Corporate Functions Business Intelligence and IT eMBED Health Consortium - <b>Part Two</b>	Deputy Chief Finance Officer – Contracts, Performance, Procurement and Programme Delivery	As Necessary			X			
<b>Strategy</b>								
Workforce and Organisational Development Report including Action Plan	Head of People	6 Monthly	X			X		
Equality and Diversity Update/Objectives	Associate Director of Communications and Engagement	Yearly				X		
Health and Wellbeing Strategy / Update	Director of Public Health and Adults	As Necessary						
Humber Coast and Vale ICS Humber Partnership Update	Accountable Officer	Every Meeting	X	X	X	X	X	X
Operational Financial Plan sign off	Chief Finance Officer	Yearly		X				
Hull Place Board	Associate Director of Corporate Affairs	Quarterly		X		X		X
Health and Safety Annual Report (Including Statutory/Mandatory Training)	Acting Director of Nursing and Quality	Yearly				X		
Procurement Report - Contract Awards - <b>Part Two</b>	Chief Officer	As Necessary			X			
<b>Integrated Commissioning</b>								

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Better Care Plan	Interim Director of Integrated Commissioning	Ad hoc						
Integrated Care Centre / Frailty Programme Evaluation	Programme Delivery Lead							
<b>Procurement</b>								
<b>Procurement Services - Part Two</b>	Deputy Chief Finance Officer – Contracts, Performance, Procurement and Programme Delivery	As Necessary						
<b>Standing Items</b>								
Accountable Officer Update Report	Accountable Officer	Every Meeting	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
Declaring of Gifts and Hospitality	Associate Director of Corporate Affairs	Every Meeting	X	X	X	X	X	X
Use of Corporate Seal - Quarterly Report	Associate Director of Corporate Affairs	Quarterly			X			X
<b>Reports for Information Only</b>								
Board Development Programme (including CCGB Competencies)	Acting Director of Nursing and Quality / Associate Director of Corporate Affairs	Yearly						X
<b>CCG Health and Wellbeing – Part Two</b>	Acting Director of Nursing and Quality	As Necessary		X				

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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
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
Primary Care Commissioning Committee Monthly Update Report and Minutes	Director of Integrated Commissioning	Every Meeting (if applicable)	X	X	X	X	X	X
Quality and Performance Committee Monthly Update Report and Minutes	Committee Chair / Acting Director of Nursing and Quality	Every Meeting (if applicable)	X	X	X	X	X	X
Committees in Commons Minutes	Interim Chief Operating Officer	Every Meeting (if applicable)	X	X	X	X	X	X
Remuneration Committee Minutes - <b>Part Two</b>	Committee Chair / Acting Director of Nursing and Quality	Every Meeting (if applicable)	X		X	X		
<b>General</b>								
Policies	Acting Director of Nursing and Quality	As Necessary						