


Date:	11 th October 2018
Meeting:	Governing Body
Item Number:	Item 13.1
Public/Private:	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>

Author: <i>(Name, Title)</i>	John Pougher Head of Governance
GB Lead: <i>(Name, Title)</i>	Julie Warren ICOO
Director approval	Julie Warren
Director Signature	

Report Title:	Governing Body Work Plan
Decisions to be made:	To approve

Link to a Strategic Objective?	<input checked="" type="checkbox"/>	The work plan will support the Governing Body in addressing all its strategic objectives
Link to a Strategic Risk	<input type="checkbox"/>	

Continue to improve the quality of services	<input checked="" type="checkbox"/>	Improve patient experience	<input checked="" type="checkbox"/>		
Reduced unwarranted variations in services	<input checked="" type="checkbox"/>	Reduce the inequalities gap in North Lincolnshire	<input checked="" type="checkbox"/>		
Deliver the best outcomes for every patient	<input checked="" type="checkbox"/>	Statutory/Regulatory	<input checked="" type="checkbox"/>		
Purpose (tick one only)	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	To note <input type="checkbox"/>	Decision <input type="checkbox"/>	Assurance <input type="checkbox"/>

Executive Summary (Question, Options, Recommendations):	
The Governing Body is asked to consider the attached work plan and, subject to any amendments, approve it.	
Recommendations	1 To approve the attached work plan
Report history	
Equality Impact	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sustainability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Risk	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Legal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Finance	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Patient, Public, Clinical and Stakeholder Engagement to date

	<i>N/A</i>	<i>Y</i>	<i>N</i>	<i>Date</i>		<i>N/A</i>	<i>Y</i>	<i>N</i>	<i>Date</i>
Patient:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Clinical:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Public:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executive Team 7 th August 2018

NHS North Lincolnshire CCG BOARD CORPORATE WORKPLAN 2018-2019

Key: Part 2

REPORT/ITEM	IDENTIFIED LEAD	FREQUENCY OF REPORTING	2018		2019			
			Aug 9th	Oct 11th	Dec 13th	Feb	April	June
Provider Organisations Presentations from Chief Officers	Chair - Part 2	As Required						
Strategic Considerations								
Business Continuity Management Plan	Head of Governance	Yearly						X
Integrated Commissioning	COO/Director of Commissioning	Twice Yearly			X			
Integrated Commissioning - Place	COO/Director of Commissioning	As Necessary						
Financial Recovery Report	Chief Finance Officer	Quarterly		X		X		
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	Head of Governance	Yearly						X
Annual General Meeting	Head of Communications & Engagement	Yearly						X
Annual Governance Statement with Accounts	Chief Finance Officer / Head of Governance	Yearly						X
CCG Annual Report	Head of Communications & Engagement	Yearly						X
CCG Board Work plan	Head of Governance	Yearly		X				

REPORT/ITEM	IDENTIFIED LEAD	FREQUENCY OF REPORTING	2018		2019			
			Aug 9th	Oct 11th	Dec 13th	Feb	April	June
Constitution	Head of Governance	Yearly					X	
Integrated Audit and Governance Committee Terms of Reference	Chief Finance Officer / Head of Governance	Yearly					X	
Planning and Commissioning Committee Terms of Reference	COO/Director of Commissioning / Head of Governance	Yearly					X	
Primary Care Joint Commissioning Committee Terms of Reference	Chief Finance Officer / Head of Governance	Yearly					X	
Quality, Performance and Finance Committee Terms of Reference	Director of Quality and Nursing / Head of Governance	Yearly					X	
Remuneration Committee Terms of Reference	Head of Governance	Yearly					X	
Risk Register / Board Assurance Framework	Head of Governance	Twice Yearly	X			X		
Use of Corporate Seal	Head of Governance	Every Meeting	X	X	X	X	X	X
Quality and Performance								
Care Quality Commission Safeguarding and Looked After Children Inspection Action Plan	Director of Nursing & Quality	Ad Hoc						X
Communications and Engagement Annual Report	Head of Communications & Engagement	Yearly						X
Emergency Planning & Resilience Annual Report & Compliance Statement	COO/Director of Commissioning	Yearly		X				X
Health & Safety Annual Report	Director of Nursing & Quality	Yearly						X
Individual Funding Requests Annual Report	COO/ Director of Commissioning	Yearly						X
Infection Control Annual Report	Director of Nursing & Quality	Yearly						X
Integrated Audit & Governance Committee Annual Report	Committee Chair / Chief Finance Officer	Yearly						X
Patient Experience/Annual Report (including complaints)	Head of Communications & Engagement	Yearly						X

REPORT/ITEM	IDENTIFIED LEAD	FREQUENCY OF REPORTING	2018		2019			
			Aug 9th	Oct 11th	Dec 13th	Feb	April	June
Patient Stories	Director of Nursing & Quality/Head of Communications & Engagement	Every Meeting	X	X	X	X	X	X
Planning & Commissioning Committee Annual Report	Committee Chair / COO Director of Commissioning	Yearly						X
Primary Care Joint Commissioning Committee Annual Report	Committee Chair / Director of Primary Care	Yearly						X
Quality Performance & Finance Committee Annual Report	Committee Chair / Director of Nursing & Quality	Yearly						X
Quality, Performance & Finance Report (including contracts, finance & performance)	Chief Finance Officer	Every Meeting	X	X	X	X	X	X
Quality Accounts	Director of Nursing & Quality	Yearly						X
Research and Development Update	Director of Nursing & Quality	Yearly with Annual Report					X	
Safeguarding (Adults & Children's) Report (including mental capacity act & Deprivation of Liberty Safeguards Assessments & Winterbourne.	Director of Nursing & Quality	Annual Report Yearly						X
Serious Incident Update	Director of Nursing & Quality	Annual Report Yearly						X
Strategy								
Equality and Diversity Update/Objectives	Head of Governance	Yearly						X
Health and Wellbeing Strategy / Update	Director of Public Health	As Necessary						
Humber Coast and Vale Sustainability Transformation Plan Update	Transformation Programme Director or Programme Director HC&V Healthcare Partnership	Every Meeting	X	X	X	X	X	X
Operational Plan	COO/Director of Commissioning	Yearly					X	
Procurement Report - Contract Awards - Part Two	Chief Officer	As Necessary						
Standing Items								
Chief Officer Update Report	Chair/Chief Officer	Every Meeting	X	X	X	X	X	X

REPORT/ITEM	IDENTIFIED LEAD	FREQUENCY OF REPORTING	2018			2019		
			Aug 9th	Oct 11th	Dec 13th	Feb	April	June
Declaration of Member's Interests (as relevant to each meeting)	Head of Governance	Every Meeting	X	X	X	X	X	X
Declaring of Gifts & Hospitality	Head of Governance	Every Meeting	X	X	X	X	X	X
Use of Seal Report	Head of Governance	Every Meeting	X	X	X	X	X	X
Reports for Information only								
Annual Workforce and Organisational Development Report	COO/ Director of Commissioning	Yearly						
Board Development Programme (including CCGB Competencies)	COO/ Director of Commissioning	Yearly				X		
Employee Engagement Survey Results and Action Plan Report	Director of Nursing & Quality	Yearly						X
Employee Health and Well-Being Strategy	Director of Nursing & Quality	Yearly				X		
Health and Safety Annual Report (Including Statutory/Mandatory Training)	Director of Nursing & Quality	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
Planning and Commissioning Committee Chairs Monthly Update Report and Minutes	Committee Chair / COO Director of Commissioning	Every Meeting (if applicable)	X	X	X	X	X	X
Primary Care Commissioning Committee Update Report and Minutes	COO Director of Primary Care	Every Meeting (if applicable)	X	X	X	X	X	X
Quality, Performance & Finance Committee Monthly Update Report and Minutes	Committee Chair / Director of Nursing & Quality	Every Meeting (if applicable)	X	X	X	X	x	X
Remuneration Committee Update Report and Minutes - Part Two	Committee Chair / Director Nursing & Quality	Every Meeting (if applicable)	X	X	X	X	X	X
General								
Policies	Director of Nursing & Quality/Head of Governance	As Necessary						