

## Governance Committee Committee Work Plan 2020

Governance Area	Report details	Lead Person	Frequency	Month	Purpose
<b>Clinical and Social Care Governance</b>	Clinical and Social Care Governance Report	Medical Director / Assistant Director C&SCG	Quarterly	February 2020 May 2020 September 2020 November 2020	Information
	Management of Trust Standards and Guidelines	Medical Director / Assistant Director C&SCG	Quarterly	February 2020 May 2020 September 2020 November 2020	Assurance
	National Audit Assurance Report	Medical Director / Assistant Director C&SCG	Annually	November 2020	Assurance
<b>Risk</b>	Corporate Risk Register	Chief Executive / Board Assurance Manager	Quarterly	February 2020 May 2020 September 2020 November 2020	Approval
<b>Medicines Governance</b>	Medicines Governance Report	Director of Pharmacy	Quarterly	February 2020 May 2020 September 2020 November 2020	Assurance

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	Report from the Accountable Officer responsible for Controlled Drugs	Director of Pharmacy	Annually	February 2020	Assurance
<b>Information Governance</b>	Freedom of Information, Environmental Information and Subject Access Requests	Director of P&R	Quarterly	February 2020 May 2020 September 2020 November 2020	Information
	Cyber Security	Director of P&R	Quarterly	February 2020 May 2020 September 2020 November 2020	Information
	SIRO Information Governance Report	Director of P&R	Annually	November 2020	Assurance
<b>Research Governance</b>	Research and Development Annual Report	Medical Director	Annually	February 2020	Assurance
<b>Health and Safety Governance</b>	Health and Safety Annual Report	Director of Finance, Procurement and Estates	Annually	November 2020	Assurance
<b>Litigation</b>	Claims Management	Director of HROD Medical Director	Quarterly	February 2020 May 2020 September 2020 November 2020	Assurance

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<b>External / Internal Inspections / Independent Reviews</b>	Annual Mortality Review	Medical Director	Annually	May 2020	Assurance
	As and when reports are available	Directors			
<b>Controls Assurance</b>	Report on Compliance	Director of Finance, Procurement and Estates / Board Assurance Manager	Annually	May 2020	Assurance
<b>Governance Statement</b>	Draft Governance Statement	Chief Executive	Annually	May 2020	Assurance
<b>Leadership Walks</b>	Summary Report	Ms E Mullan	Six Monthly	May 2020 November 2020	Information
<b>Non-Executive Director's visits to Children's Homes Report</b>	Summary Report	Mr P Morgan	Six Monthly	May 2020 November 2020	Information
<b>Effectiveness of Governance Committee</b>	Review and update the Committee's Terms of Reference	Members	Annually/ as required	February 2020	Approval
	Draft Annual Report of the Governance Committee	Committee Chair / Board Assurance Manager	Annually	May 2020	Approval

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	Self-Assessment	Members	Annually	September 2020	Information
	Schedule of Reporting for 2021	Committee Chair / Board Assurance Manager	Annually	November 2020	Information
<b>Other reports presented as and when required</b>	Update on 'See Something Say Something'	Director of HROD	End Year Mid-Year	May 2020 November 2020	Assurance
	Lessons Learned Committee	Medical Director	Six Monthly	February 2020 September 2020	Information
	Mid-Year and End-Year Ground Clearing Minutes	Director of Performance and Reform	Six Monthly	When available	Information