

**Governance Committee
Committee Work Plan 2025**

Governance Area	Report details	Lead Person	Frequency	Month	Purpose
Senior Leadership Team: Risk and Assurance Meeting	Chair's Report	Chief Executive	Quarterly	February 2025 <i>(verbal)</i> May 2025 September 2025 December 2025	Information
Organisational Governance Steering Group	Chair's Report and Minutes	Director of Finance, Procurement and Estates	Quarterly	February 2025 May 2025 September 2025 December 2025	Information
Safety and Quality Steering Group	Chair's Report and Minutes	Medical Director	Quarterly	February 2025 May 2025 September 2025 December 2025	Information
Standards Compliance and Regulation Steering Group	Chair's Report and Minutes	Director of CYP and Executive Director of Social Work	Quarterly	February 2025 May 2025 September 2025 December 2025	Information
MBRRACE Report	Perinatal Mortality Surveillance Report for SHSCT	Director of Surgery and Clinical Services	Six Monthly	February 2025 December 2025	Assurance
Maternity	Update on oversight of Maternity Services within SHSCT following recommendations from the Ockenden Report	Director of Surgery and Clinical Services	Annually	December 2025	Assurance
Raising Concerns	Raising Concerns Report	Director of Human	Six Monthly	May 2025	Assurance

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	(Whistleblowing)	Resources and Organisational Development		December 2025	
Governance Statement	Draft Governance Statement	Chief Executive	Annually	May 2025	Assurance
Non-Executive Director's visits to Children's Homes Report	Summary Report	Director of CYP and Executive Director of Social Work	Six Monthly	May 2025 December 2025	Information
Effectiveness of Governance Committee	Review and update the Committee's Terms of Reference	Members	Annually / as required	September 2025	Approval
	Draft Annual Report of the Governance Committee	Committee Chair / Board Assurance Manager	Annually	September 2025	Approval
	Self-Assessment	Members	Annually	May 2025	Information
	Meetings Dates for 2026	Committee Chair / Board Assurance Manager	Annually	September 2025	Approval
	Schedule of Reporting for 2026	Committee Chair / Board Assurance Manager	Annually	December 2025	Approval
Feedback from other Fora/meetings	Minutes of Trust's Mid-Year and End-Year Ground Clearing meetings with the DoH	Director of Finance, Procurement and Estates	Six Monthly	When available (Mid Year) (End Year)	Information

Annual Reports

Governance Area	Report details	Lead Person	Frequency	Month	Purpose
Pharmacy	Report from the Accountable Officer responsible for Controlled Drugs	Head of Pharmacy and Medicines Management	Annually	May 2025	Assurance
	Compliance with the Royal Pharmaceutical Society (RPS) Professional Standards Report	Head of Pharmacy and Medicines Management	Annually	May 2025	Assurance
National Audit Report	National Audit Report	Medical Director	Annually	February 2025	Assurance

Confidential Governance Committee

Governance Area	Report details	Lead Person	Frequency	Month	Purpose
Professional Governance <i>(anonymised formal cases under confidential section)</i>	• Supporting Doctors and Dentists in Practice Report <i>(Maintaining High Professional Standards for Doctors and Dentists)</i>	Medical Director	Quarterly	February 2025 May 2025 September 2025 December 2025	Assurance
	• Supporting Nurses & Midwives and in Practice Report	Executive Director of Nursing, Midwifery, AHPs, IPC and Functional Support Services	Quarterly	February 2025 May 2025 September 2025 December 2025	Assurance
	• Supporting AHPs in Practice Report				
	• Supporting Social Workers Practice Report	Director of CYP and Executive Director of Social Work	Quarterly	February 2025 May 2025 September 2025 December 2025	Assurance