

Locala Community Partnerships CIC –Board meetings
Forward Schedule of Business – OPERATING BOARD - Transition to new meeting structure – May 2017

Items for Decision/Approval	Last update	Frequency	Comments
Year End Accounts	July 16	Annual	July
Quality Accounts	June 17	Annual	
Financial Budgets	Mar 17	Annual	
CIC Report	July 16	Annual	
Annual Report (inc Letter of Representation)	July 16	Annual	
Allocation of new shares	June 17	Monthly	
Annual Governance Statement	July 16	Annual	
Community Contract (inc contract variations)	Sept 16	September and as required.	Focus for Finance Report in September and as required.
Appointment of external auditors (Rec to AMM)	Sept 16		
Waiver of SFI	?	As required	Via email and noted in relevant minutes
Items for Assurance	Last update	Frequency	Comments
'What Good Looks Like' Plan	Mar 17	Quarterly	Next update to July 17 meeting
CQC 'Turnaround Plan'	Mar 17	Quarterly	Next update to July 17 meeting
Local Security Management (Strategy – Mar; Rpt-Dec)	Apr 17	Annual	Update based on Strategy
IG Toolkit/IG Update	Apr 17	6 months	
Annual Safeguarding Report	July 16	Annual	
Staff survey	April 17	Quarterly	Focus for Workforce Report
Update on PDR process – Measuring our Values	Jan 17	6 months	Focus for Workforce Report
Workforce Race Equality Scheme/ E&D updates (Inc Report from E&D Group with E Dickens – Action6)	Jan 17	Quarterly	Focus for Workforce Report
Health & Safety Updates	June 17	Monthly	
Emergency Planning/Business Continuity	Apr 17	6 months	
Infection Prevention & Control – Quarterly Update	Apr 17	Quarterly	
SUIs	June 17	Monthly	Update part of Quality Report

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Reports – For Information	Last update	Frequency	Comments
Finance and performance Updates	June 17	Monthly	Performance incorporated into Operating update
Quality Updates	June 17	Monthly	Patient story incorporated.
Workforce, Transformation & IT Update	June 17	Monthly	
Operations Update	June 17	Monthly	
Patient Story	June 17	Monthly	
Communication and Engagement update	April 17	Quarterly	
Corporate Risk – quarterly updates	May 17	Quarterly	
Business Assurance	June 17	Quarterly	
Claims & Insurance – Annual Report		Annual	To April 18 for 2017/18
Internal Audit Annual Report/Opinion	July 16	Annual	
External Audit Annual Audit Letter	Sept 16	Annual	
Gender Pay Gap – briefing on our approach to legislation	Jan 17	Annual	A focus for the Workforce Report in January each year.
Safeguarding – Section 11 audits for each district (Sept 17)	Sept 16 - Bradford	Annual	This will form part of the August Quality Report.
Minutes from the Board sub committees, Homecare and Pensions Committee.	Apr 17	Quarterly	
Breaches of SFIs/Policies etc (informed by ARC)	?	Quarterly (post ARC)	Due next in July
CQC Reviews	Mar 17	As required.	