**DRAFT Work Plan for Person Centred Committee (2018/19) (April 2018)**

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| **24th April 2018** | **24th July 2018** | **9th October 2018** | **Jan 2019** |
| Deadline: Mon 17th April | Deadline: Mon 17th July | Deadline: Mon 2nd Oct | To be advised |
| SMT: 9th March | SMT: 20th July | SMT: 5th Oct |  |
| PF: 21st April | PF: 14th July | PF: 25th August |  |
| KSF end of year report 16/17 | Quarterly KSF Report (Staff Governance Report) | Quarterly KSF Report (Staff Governance Report) | Quarterly KSF Report (Staff Governance Report) |
| Sickness Absence end of year report 16/17 | Quarterly Sickness Absence Report (Staff Governance Report) | Quarterly Sickness Absence Report (Staff Governance Report) | Quarterly Sickness Absence Report (Staff Governance Report) |
|  |  | Values/iMatter Report |  |
| Complaints Report | Complaints Report | Complaints Report | Complaints Report |
| Involving People Report | Involving People Annual Report | Involving People Report | Involving People Report |
| Partnership Forum Report | Partnership Forum Report | Partnership Forum Report | Partnership Forum Report |
|  | Occupational Health & Safety 6 monthly report | Human Factors annual update | Occupational Health & Safety 6 monthly report |
| Mandatory Training End of Year Report |  |  |  |
|  | Corporate L&D Plan & Annual Report on Activity | Corporate L&D 6 monthly report |  |
| Medical Appraisal & Revalidation 6 monthly report |  | Medical Appraisal & Revalidation 6 monthly report |  |
|  | Communication Strategy | Communication Strategy Performance Update | Communication Strategy Performance Update |
| Staff Governance Self Assessment |  | Staff Governance policy tracker update |  |
|  |  |  | Annual PCC Report 2018/19 |
|  | Board Workforce Plan and Annual Workforce Monitoring Report | Volunteers Strategy & Action Plan | Annual Results of Participation Standards |
| **Staff Governance Standards** | | | |
| Well informed | | | |
| Trained | | | |
| Involved in Decision | | | |
| Fair & Consistent | | | |
| Safe Working Environment | | | |