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| **Weekly Good Governance Planner** (Week Commencing) | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** |
| **3** | **10** | **17** | **24** | **31** | **7** | **14** | **21** | **28** | **7** | **14** | **21** | **28** | **4** | **11** | **18** | **25** | **2** | **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **4** | **11** | **18** | **25** | **1** | **8** | **15** | **22** | **29** | **5** | **12** | **19** | **26** | **3** | **10** | **17** | **24** | **31** | **7** | **14** | **21** | **28** | **5** | **12** | **19** | **26** |
| Incidents / Accidents Review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safeguarding File Review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Fire System Checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Water System Checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health & Safety Checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff Availability / AL / ROTA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spot Checks (Staffing) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spot Checks (IPC, Data, Cyber) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Invoicing, 1:1 Hrs Checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Missed Calls / Nurse Call Response  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance, Payments and Accounts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Capacity Tracker Updates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COVID – 19 Guidance Review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Monthly Good Governance Planner** |  | **Quarterly Good Governance Planner** |  | **Annual Compliance Certificates Planner** |
| **Area** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **Area** | **Jan – Mar** | **Apr – Jun** | **Jul – Sep** | **Oct - Dec** | **Area** | **Due** | **Completed** |
| Safeguarding File Audit |  |  |  |  |  |  |  |  |  |  |  |  | Health & Safety Drill |  |  |  |  | Electrical Installation Certificate (5 Yearly) |  |  |
| Fire Audit |  |  |  |  |  |  |  |  |  |  |  |  | Office Fire Drill / Evacuation |  |  |  |  | Fire Detection & Alarm Certificate |  |  |
| Medication Audit |  |  |  |  |  |  |  |  |  |  |  |  | PEEPS |  |  |  |  | Emergency Lighting Certificate |  |  |
| Medication Error Audit |  |  |  |  |  |  |  |  |  |  |  |  | Infection Control |  |  |  |  | Fire Equipment Certificate |  |  |
| Care Plan Audit |  |  |  |  |  |  |  |  |  |  |  |  | Emergency Lighting Test |  |  |  |  | Water Hygiene Certificate (Legionella) |  |  |
| Dignity & Equality Audit |  |  |  |  |  |  |  |  |  |  |  |  | Mandatory Vaccination Tracker |  |  |  |  | Public / Employers Liability Insurance Certs |  |  |
| H&S / RIDDOR Audit |  |  |  |  |  |  |  |  |  |  |  |  | Governance / Quality Meeting |  |  |  |  | Portable Appliance Testing (PAT) Certificate |  |  |
| Infection Control Audit |  |  |  |  |  |  |  |  |  |  |  |  | Health & Safety Meeting |  |  |  |  | Gas Safety Certificate |  |  |
| M&H Equipment Audit |  |  |  |  |  |  |  |  |  |  |  |  | Professional Registrations |  |  |  |  | Loler |  |  |
| First Aider / Aid Audit |  |  |  |  |  |  |  |  |  |  |  |  | Asset Information Register |  |  |  |  | Information Commissioners Office Registration |  |  |
| Staff File Audit |  |  |  |  |  |  |  |  |  |  |  |  | Pest Control |  |  |  |  | Clinical Waste Certificate |  |  |
| Spot checks – Inc Data Protection |  |  |  |  |  |  |  |  |  |  |  |  | **2022** | Quality Compliance Systems (QCS) QCS Joins CIH&#39;s Group of Founding Partners  – The Carer |  |  |  |
| Wheelchair / Walker checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dols / BIA reviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Service User Weights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Incident / Accident Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Key Worker Summaries |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervision Checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Appraisal / PDP Checks |  |  |  |  |  |  |  |  |  |  |  |  | **Six Monthly Good Governance Planner** | **Additional Annual Good Governance Planner** |
| Staff Meeting & Actions |  |  |  |  |  |  |  |  |  |  |  |  | **Area** | **Jan – Jun** | **Jul - Dec** | **Area** | **Task** | **Completed** |
| S/U Meeting & Actions |  |  |  |  |  |  |  |  |  |  |  |  | **Due** | **Complete** | **Due** | **Complete** | Drivers Licence Checks |  |  |
| LA / CQC Compliance Report |  |  |  |  |  |  |  |  |  |  |  |  | Annual Quality Assurance |  |  |  |  | Annual Mock Inspection |  |  |
| Notifications File Review |  |  |  |  |  |  |  |  |  |  |  |  | Business / Business Development plan |  |  |  |  | General Risk Assessments |  |  |
| Update Training Matrix |  |  |  |  |  |  |  |  |  |  |  |  | Business Continuity Plan Test and Review |  |  |  |  | COSHH Assessments |  |  |
| Training / Induction Plan Review |  |  |  |  |  |  |  |  |  |  |  |  | Fire Risk Assessment Review |  |  |  |  | Statement of Purpose |  |  |
| Accessibility (inc Information) Audit |  |  |  |  |  |  |  |  |  |  |  |  | TMV Valves |  |  |  |  | Service User Guide |  |  |
| Staff Observation / Competencies |  |  |  |  |  |  |  |  |  |  |  |  | Moving and Handling Equipment Servicing |  |  |  |  | Review DBS Checks / Risk Assessments |  |  |
| NMDS - Updates |  |  |  |  |  |  |  |  |  |  |  |  | Recruitment Plan Review |  |  |  |  | Stakeholder Surveys |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Annual Infection Control Statement |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | DSPT Toolkit |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | TV License’s / PPL / PRS License |  |  |
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| 2022 Bank Holidays (as defined by GOV.UK) | **England / Wales** | 3rd Jan (Sub) | 15th Apr | 18th Apr | 2nd May | Thu 2nd Jun | Fri 3rd Jun | 29th Aug | 26th Dec | 27th Dec (Sub) |
| **Scotland** | 3rd Jan (Sub) | 4th Jan (Sub) | 15th Apr | 2nd May | Thu 2nd Jun | Fri 3rd Jun | 1st Aug | 30th Nov | 26th Dec | 27th Dec (Sub) |

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| **Social Care - Annual Good Governance Planner 2022** |

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