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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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