

Appendix 1

Production schedule Quality Account 2020/21

| Date | Action | Lead | Doc. Ver. |
|----------------------|--|--|-----------|
| 24 May | Content of Part 3, list of report authors and Executive Leads to be confirmed with Executive Directors | Executive Management Team | - |
| 24 May | Report authors to be provided with schedule for submission of documents and request for information in line with the schedule. | Corporate Governance Team | - |
| 4 June | Final deadline for narrative to be provided to Executive Lead for review (although submissions welcomed earlier) | Report Authors | - |
| 11 June | Final deadline for submission of reports to the corporate governance team from Executive Directors following their review. | Executive Directors | - |
| 14-18 June | Compilation of report | Corporate Governance Team | - |
| 18 June | Draft Quality Account circulated to Quality Academy members for comment. | Corporate Governance Team | 1 |
| 25 June | Final deadline for responses from Quality Academy members | Quality Academy | - |
| 28 June – 1 July | Amendments made to Quality Account in response to comments received | Corporate Governance Team | - |
| 2 July | Subject to any amendments, draft Quality Account circulated to stakeholders for review. | Corporate Governance Team | 2 |
| 16 July | Deadline for responses from stakeholders. | Bradford District and Craven CCG Healthwatch Bradford & District BMDC HSCOSC | - |
| 19 July (late paper) | Submission of the final Quality Account 2020/21 to the Board of Directors | Corporate Governance Team | 3 |
| 22 July | Sign off by the Board of the Quality Account 2020/21 | Corporate Governance Team | - |
| 23 July | Upload of report to NHS Choices website. | Corporate Governance Team | Final |