

Governance Reporting of Sustainability Progress

Standard operating procedure (SOP) | ENV-SOP-005

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Title	Governance Reporting of Sustainability Progress
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Replaces	Uses ENV-FRM-003 and GOV-FRM-003
Standards and criteria supported	Standard 2C, criterion 2C.3
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Report progress on each sustainability goal to governance every quarter.
2. Use ENV-FRM-003 for the report.
3. Governance must discuss the report and record the decision.
4. Keep the last four quarterly reports on file.

Stop and get help straight away if: a quarter passes without a report, or the report is received without discussion.

1. Purpose

To make sure progress against the sustainability goals is seen, discussed and acted on by the governing body on a set schedule [EC].

2. Scope

Applies to	Facilities manager, governing body secretary, chief executive
Locations	Governing body meetings at {{facility.legal_name}}
When	Every quarter
Does not apply to	Clinical quality reporting, which follows the quality plan (GOV-PLN-002)

3. Definitions and abbreviations

Term	Meaning in this SOP
Governance	The board or governing body that sets institutional priorities
Decision record	The minute showing what governance decided because of the report

4. Background and rationale

Goals that governance never sees are easily dropped. Criterion 2C.3 needs a regular report, real discussion and a recorded decision.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Facilities manager	Prepares the report each quarter	Facilities management
Chief executive	Presents the report and proposes decisions	Executive leadership
Governing body secretary	Records the discussion in the minutes (GOV-FRM-003)	Governance administration

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Quarterly progress report (ENV-FRM-003)	Current	Ready 5 working days before the meeting

7. Safety and infection prevention

- Report figures accurately. Do not present a target as achieved without data.

8. Before you start

- Collect the quarter data from ENV-FRM-008 and the other records.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Prepare the report.	- Complete ENV-FRM-003 for each goal: baseline, target, current value, trend and actions. - Check the figures against the source records.	Governance decides on what it is shown. Accuracy matters.
2	Present to governance.	- Present the report at the next governance meeting. - Ask governance to review the progress and to say whether the goals should change.	The question to governance must be a decision, not "for information".
3	Record the decision.	- The secretary records the discussion and any decision in the minutes (GOV-FRM-003). - Record the actions and owners.	The minute is the evidence that governance acted.
4	Follow up.	- Track each governance action to closure in the programme. - Report the status of decisions at the next quarter.	Follow-up closes the loop.

Decision points

- If a goal is off track for two quarters, governance decides whether to change the action, the target or the resources.

10. Special situations

Situation	What to do
Governance meeting missed	Send the report in writing and ask for it to be taken at the next meeting.

11. Problems and escalation

- If a goal is significantly off track, the chief executive informs governance between meetings.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Quarterly reports sent on time	100%	Quarterly	Facilities manager	Escalate to chief executive
Reports with minuted discussion	100%	Quarterly	Governing body secretary	Remind governance
Last four quarters on file	Yes	Yearly	Chief executive	Correct within 30 days

13. Records

Record	Where it is kept	Kept for
ENV-FRM-003 Quarterly Progress Report	Governance file	{{facility.records_retention_years}} years
GOV-FRM-003 Minutes (extract)	Governance file	{{facility.records_retention_years}} years

14. Training and competence

- Governing body members are briefed on the reports at appointment (EC).

15. Related documents

ID	Title	Relationship
ENV-FRM-003	Sustainability Progress Report	Used in step 1
GOV-FRM-003	Governing Body Minutes Template	Used in step 3
GOV-PLN-002	Quality Improvement Plan	Related reporting

16. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. Quarter schedule set by the ASF Expert Committee with governance.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee