

## Borders NHS Board



### BORDERS NHS BOARD – BUSINESS CYCLE 2014

#### Aim

To provide the Board with a focused and structured approach to the business that will be required to be conducted over the coming year.

#### Background

To deliver against targets and objectives, the Board must be kept aware of progress on a regular basis. The Board has a governance responsibility around performance, requiring assurance that targets will be met and that any action required to be taken to keep the organisation on course will be managed properly. The Board will seek such assurance through the Strategy & Performance Committee of the Board.

For clarification and in the context of guidance set out in “On Board – A Guide for Board Members of Public Bodies Scotland” “How can the Board get through its business efficiently?”:-

*“Board meetings should always have a manageable and prioritised agenda, an agreed duration and – perhaps – an estimated length of time for each agenda item.*

*It is important that the agenda is properly focused. It must reflect the Board’s two fundamental purposes – the long term (mission, strategy and planning) and monitoring performance. There will be some issues reserved to the Board, such as major capital spend decisions, and these must be on the agenda. However, it is important that the agenda is not clogged up with detail, even if it is just items “for noting”. It will be all too tempting to dwell on the easy unimportant things and not concentrate on the big issues.”*

#### Public Board Meeting Agendas

Public Board meeting agendas should be focused on main clinical and strategic issues (apart from the standing items listed at those headings) at each meeting in order to facilitate strong debate of items.

Standing items such as the Board Clinical Governance and Quality Update, Finance Report and HEAT Performance Scorecard Reports will be submitted to the Board in full format however only verbal by exception reporting will be required at the meeting.

All items listed as for information and noting will be taken collectively and noted. This will include the Chair & Non Executive Directors Report, Board Executive Team Report, Statutory and Committee Minutes. This should ensure a more focused and timely meeting.

Board members should be encouraged to seek complex detail of issues outwith the meeting.

### **Strategy & Performance Committee Agendas**

With regard to the Strategy and Performance Committee meeting this will focus on strategic and performance issues at each meeting (apart from any standing items on the agenda) in order to facilitate strong debate of items.

Any standing items such as the Key Performance Indicator Scorecard will again be submitted to the Committee in full format however only verbal by exception reporting will be required at the meeting.

Attached at Annex A is the Business Cycle for 2014 for the Borders NHS Board, Strategy & Performance Committee and Board Development & Strategy Sessions.

### **Visibility of the NHS Board**

In light of the ongoing work around financial and service efficiencies the Board meetings are held in the Board Room at Newstead. In order to maintain and assist in increasing the visibility and openness of the Board and the organisation, engagement with local communities on specific items of interest to those communities will take place around the region as and when appropriate.

### **Meeting Dates 2014**

Tabled below are the proposed meeting dates for 2014. The Strategy & Performance Committee (S&PC) and Borders NHS Board will continue to meet on alternate months.

It is proposed that the meetings are scheduled for the first Thursday of each month in order to ensure reporting cycles for data collection are maximised.

It is proposed that the January Strategy & Performance Committee meeting be held on the third Thursday in January in order to maximise attendance by Board members following the festive period break.

It is suggested that the February Board meeting be moved from the first Thursday (6<sup>th</sup>) to the third Thursday (20<sup>th</sup>) in February.

It is suggested that a Board Development session take place on the first Thursday, 6<sup>th</sup> February, to focus on the Local Delivery Plan so that Board members can contribute to the draft prior to its submission to Government on 14 February.

Due to the need to ensure that the Annual Accounts are duly signed off by the Board in line with statutory requirements the June Board meeting will be pushed back to the last Thursday of the month (26 June).

In line with previous years it is proposed that there are no Board or Strategy & Performance Committee meetings held in July.

Meeting	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Strategy & Performance Committee	16		6		1				4		6	
Development & Strategy Session	16	6	6		1				4		6	
Non Executive Meetings		20		3		26		7		2		4
Public Board		20		3		26		7		2		4

Strategy & Performance Committee – 12.30 to 2.30pm – Board Room, Newstead

Development & Strategy Session - 3.00pm to 5.00pm – Board Room, Newstead

Non Executives Meetings – 2.00pm to 3.00pm – Board Room, Newstead

Public Board meetings – 3.00pm to 5.00pm – Board Room, Newstead

### Recommendation

The Board is asked to **note and approve** the attached Board Business Cycle and meeting dates schedule for 2014.

<b>Policy/Strategy Implications</b>	<p>Policy/strategy implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p> <p>The SBC Full Council meetings cycle has been taken into account when identifying dates.</p>
<b>Consultation</b>	Board Executive Team
<b>Consultation with Professional Committees</b>	None
<b>Risk Assessment</b>	<p>Risk assessment will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p> <p>The risks of falling outwith the financial and performance reporting cycle have been recognised and minimised.</p>
<b>Compliance with Board Policy requirements on Equality and Diversity</b>	Compliant
<b>Resource/Staffing Implications</b>	Resource/staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.

**Approved by**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
John Raine	Chair	Calum Campbell	Chief Executive

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
Iris Bishop	Board Secretary		

**2014 BUSINESS CYCLE – BORDERS NHS BOARD – STRATEGY & PERFORMANCE COMMITTEE – BOARD DEVELOPMENT & STRATEGY SESSIONS**

Meeting	Date, Time and Venue	Session Items	What on next session
<b>Strategy &amp; Performance Committee</b>	<b>16 January 2014</b> 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard <b>Primary Care Activity Audit (Jonathan Kirk)</b>	<b>(6 March)</b> Minutes Action Tracker Key Performance Indicator Scorecard <b>Draft LDP</b> <b>Staff Survey Results (Every 2 years)</b>
<b>Board Development &amp; Strategy Session</b>	<b>16 January 2014</b> 3.00pm-5.00pm Board Room, Newstead	<b>Eating Disorders (Sheena MacDonald)</b> <b>Orthopaedics Update (June Smyth)</b> <b>Waiting Times Update (Rachel Bacon)</b>	<b>(6 February)</b> <b>Draft Local Delivery Plan 2014/15 (June Smyth)</b>
<b>Board Development &amp; Strategy Session</b>	<b>6 February 2014</b> 3.00pm-5.00pm Board Room, Newstead	<b>Draft Local Delivery Plan 2014/15 (June Smyth)</b>	<b>(6 March)</b> <b>Draft Local Delivery Plan 2014/15 including Financial and Efficiency Plan (June Smyth, Carol Gillie)</b>
<b>Borders NHS Board</b>	<b>20 February 2014</b> 3.00pm – 5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>Declarations of Interest</b> <b>Festive Period Operational Update</b> <b>Code of Corporate Governance Refresh</b>	<b>(3 April)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>Local Delivery Plan 2014/15</b> <b>Mid Year Review</b>

Meeting	Date, Time and Venue	Session Items	What on next session
<b>Strategy &amp; Performance Committee</b>	<b>6 March 2014</b> 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard <b>Draft LDP</b> <b>Staff Survey Results</b>	<b>(1 May)</b> Minutes Action Tracker Key Performance Indicator Scorecard <b>Six month report on Efficiency Savings Programme to end of March 2014</b>
<b>Board Development &amp; Strategy Session</b>	<b>6 March 2014</b> 3.00pm-5.00pm Board Room, Newstead	<b>Draft Local Delivery Plan 2014/15 including Financial and Efficiency Plan (June Smyth, Carol Gillie)</b>	<b>(1 May)</b> <b>Radiotherapy Capacity Planning for the Central Belt in Scotland (RCAG)</b> <b>Local Authority Elected Councillors Roles (Cllr Catriona Bhatia)</b>
<b>Borders NHS Board</b>	<b>3 April 2014</b> 3.00pm-5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>Local Delivery Plan 2014/15</b> <b>Mid Year Review</b>	<b>(26 June)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>MOP Outturn</b> <b>NHS Borders Annual Accounts</b> <b>Endowment Annual Accounts</b> <b>Private Patients Funds Annual Accounts</b>
<b>Strategy &amp; Performance Committee</b>	<b>1 May 2014</b> 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard <b>Six month report on Efficiency Savings Programme to end of March 2014</b>	<b>(4 September)</b> Minutes Action Tracker Key Performance Indicator Scorecard <b>Strategic Risk Register</b>

Meeting	Date, Time and Venue	Session Items	What on next session
<b>Board Development &amp; Strategy Session</b>	<b>1 May 2014</b> 3.00pm-5.00pm Board Room, Newstead	Radiotherapy Capacity Planning for the Central Belt in Scotland (RCAG) Local Authority Elected Councillors Roles (Cllr Catriona Bhatia)	<b>(4 September)</b> Feedback on DPH Annual Report 2011/12 “Fact or Fantasy? Your Health 2020 Consultation” (Eric Baijal)
<b>Borders NHS Board</b>	<b>26 June 2014</b> 3.00pm-5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes MOP Outturn NHS Borders Annual Accounts Endowment Annual Accounts Private Patients Funds Annual Accounts	<b>(7 August)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes Contribution to SEAT workplan Board Committee Memberships
<b>Borders NHS Board</b>	<b>7 August 2014</b> 3.00pm-5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes Contribution to SEAT workplan Board Committee Memberships	<b>(2 October)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes Yearly Board Meeting Dates & Business Cycle

Meeting	Date, Time and Venue	Session Items	What on next session
<b>Strategy &amp; Performance Committee</b>	<b>4 September 2014</b> 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard <b>Strategic Risk Register</b>	<b>(6 November)</b> Minutes Action Tracker Key Performance Indicator Scorecard <b>Six month report on Efficiency Savings Programme to end of September 2014</b>
<b>Board Development &amp; Strategy Session</b>	<b>4 September 2014</b> 3.00pm-5.00pm Board Room, Newstead	<b>Feedback on DPH Annual Report 2011/12 “Fact or Fantasy? Your Health 2020 Consultation” (Eric Baijal)</b>	<b>(6 November)</b>
<b>Borders NHS Board</b>	<b>2 October 2014</b> 3.00pm-5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>Yearly Board Meeting Dates &amp; Business Cycle</b>	<b>(4 December)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes <b>MOP Six Monthly Report</b> <b>Annual Review Feedback</b> <b>Annual Review Action Plan</b> <b>Winter Planning</b> <b>SEAT Annual Report</b> <b>PAMs</b> <b>Alcohol and Drug Partnership Annual Report</b>
<b>Strategy &amp; Performance Committee</b>	<b>6 November 2014</b> 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard <b>Six month report on Efficiency Savings Programme to end of September 2014</b>	<b>(January 2014)</b> Minutes Action Tracker Key Performance Indicator Scorecard



Meeting	Date, Time and Venue	Session Items	What on next session
<b>Board Development &amp; Strategy Session</b>	<b>6 November 2014</b> 3.00pm-5.00pm Board Room, Newstead		<b>(January 2014)</b>
<b>Borders NHS Board</b>	<b>4 December 2014</b> 3.00pm-5.00pm Board Room, Newstead	Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes MOP Six Monthly Report Annual Review Feedback Annual Review Action Plan Winter Planning SEAT Annual Report PAMs Alcohol & Drug Partnership Annual Report	<b>(February 2014)</b> Minutes Action Tracker Clinical Governance & Quality Update Healthcare Associated Infection Control & Prevention Update Finance Report HEAT Performance Scorecard Chair & Non Executives Report BET Report Statutory & Other Committee Minutes Declarations of Interest Festive Period Operational Update Code of Corporate Governance Refresh

**Black – Standing Items**

**Red – Yearly Items**

**Mauve – Confirmed additional items**

**Blue – Tentative item**

**Green – Potential Items (items and timelines unconfirmed)**