

Borders NHS Board



BORDERS NHS BOARD – BUSINESS CYCLE 2015

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 2015

Tabled below are the proposed meeting dates for 2015. 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 (5th) to the third Thursday (19th) in February.

It is suggested that a Board Development session take place on the first Thursday, 5th February, to focus on the Local Delivery Plan so that Board members can contribute to the draft prior to its submission to Scottish Government.

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 (25 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	15		5		7				3		5	
Development & Strategy Session	15	5	5		7				3		5	
Non Executive Meetings		19		2		25		6		1		3
Public Board		19		2		25		6		1		3

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 2015.

Policy/Strategy Implications	<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>
Consultation	Board Executive Team
Consultation with Professional Committees	None
Risk Assessment	<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>
Compliance with Board Policy requirements on Equality and Diversity	Compliant
Resource/Staffing Implications	Resource/staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.

Approved by

Name	Designation	Name	Designation
John Raine	Chair	Calum Campbell	Chief Executive

Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		

2015 BUSINESS CYCLE – BORDERS NHS BOARD – STRATEGY & PERFORMANCE COMMITTEE – BOARD DEVELOPMENT & STRATEGY SESSIONS

Meeting	Date, Time and Venue	Session Items	What on next session
Strategy & Performance Committee	15 January 2015 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard	(5 March) Minutes Action Tracker Key Performance Indicator Scorecard Draft LDP Staff Survey Results (Every 2 years)
Board Development & Strategy Session	15 January 2015 3.00pm-5.00pm Board Room, Newstead	AH&SC Integration	(5 February) Draft Local Delivery Plan 2015/16 (Edwina Cameron)
Board Development & Strategy Session	5 February 2015 3.00pm-5.00pm Board Room, Newstead	Draft Local Delivery Plan 2015/16 (Edwina Cameron)	(5 March) Draft Local Delivery Plan 2015/16 including Financial and Efficiency Plan (Edwina Cameron, Carol Gillie)
Borders NHS Board	19 February 2015 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 Declarations of Interest Festive Period Operational Update Code of Corporate Governance Refresh	(2 April) 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 Local Delivery Plan 2015/16 Mid Year Review

Meeting	Date, Time and Venue	Session Items	What on next session
Strategy & Performance Committee	5 March 2015 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard Draft LDP Staff Survey Results	(7 May) Minutes Action Tracker Key Performance Indicator Scorecard Six month report on Efficiency Savings Programme to end of March 2015
Board Development & Strategy Session	5 March 2015 3.00pm-5.00pm Board Room, Newstead	Draft Local Delivery Plan 2015/16 including Financial and Efficiency Plan (Edwina Cameron, Carol Gillie)	(7 May) Counter Fraud – Susan Swan
Borders NHS Board	2 April 2015 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 Local Delivery Plan 2015/16 Mid Year Review	(25 June) 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
Strategy & Performance Committee	7 May 2015 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard Six month report on Efficiency Savings Programme to end of March 2015	(3 September) Minutes Action Tracker Key Performance Indicator Scorecard Strategic Risk Register
Board Development & Strategy Session	7 May 2015 3.00pm-5.00pm	Counter Fraud – Susan Swan	(3 September) DPH Annual Report (Eric Baijal)

Meeting	Date, Time and Venue	Session Items	What on next session
	Board Room, Newstead		
Borders NHS Board	25 June 2015 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	(6 August) 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
Borders NHS Board	6 August 2015 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	(1 October) 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
Strategy & Performance Committee	3 September 2015 12.30-2.30pm Board Room,	Minutes Action Tracker Key Performance Indicator Scorecard	(5 November) Minutes Action Tracker Key Performance Indicator Scorecard

Meeting	Date, Time and Venue	Session Items	What on next session
	Newstead	Strategic Risk Register – Annual Review	Six month report on Efficiency Savings Programme to end of September 2015
Board Development & Strategy Session	3 September 2015 3.00pm-5.00pm Board Room, Newstead	DPH Annual Report (Eric Baijal)	(5 November)
Borders NHS Board	1 October 2015 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 Yearly Board Meeting Dates & Business Cycle	(3 December) 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 and Drug Partnership Annual Report
Strategy & Performance Committee	5 November 2015 12.30-2.30pm Board Room, Newstead	Minutes Action Tracker Key Performance Indicator Scorecard Six month report on Efficiency Savings Programme to end of September 2015	(January 2016) Minutes Action Tracker Key Performance Indicator Scorecard
Board Development & Strategy Session	5 November 2015 3.00pm-5.00pm		(January 2016)

Meeting	Date, Time and Venue	Session Items	What on next session
	Board Room, Newstead		
Borders NHS Board	3 December 2015 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	(February 2016) 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)