

Borders NHS Board



BORDERS NHS BOARD – BUSINESS CYCLE 2016

Aim

To provide the Board with a focused and structured approach to the known 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.

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.

Attached at Annex A is the Business Cycle for 2016 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 2016

As previously advised to members of the Board it is proposed that we trial a full day each month for Board Meetings which would also maximize the opportunity for Board development and engagement with services and communities, particularly in relation to the visibility of the Board as mentioned above.

In moving forward the proposed format of the Board day is as outlined below:-

9am to 10am	Non Executives meeting with the Chairman
10am to 12.30	Alternate meetings of Public Board Meeting, Strategy & Performance Committee
12.30 to 1pm	Lunch
1pm to 3pm	Development session/visit to a Service/Heads of Service Presentation
3pm to 5pm	Development session/Feedback on visit/presentation

The intention is to trial the whole day format to the end of March 2016 and for the Board to then take a view on whether to continue with that format or revise it further.

Tabled below are the proposed meeting dates for 2016. 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 wherever possible in order to ensure reporting cycles for data collection are maximised.

Meeting	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Non Executive Meetings	21	25	3	7	5	23		4	1	27	3	1
Public Board		25		7		23		4		27		1
Strategy & Performance Committee	21		3		5				1		3	
Development & Strategy Session	21	4 & 25	3	7	5	23		4	1	27	3	1

Non Executives Meetings – 9.00am to 10.00am – Board Room, Newstead

Public Board meetings – 10.00am to 12.30 – Board Room, Newstead

Strategy & Performance Committee – 10.00am to 12.30 – Board Room, Newstead

Development & Strategy Session - 1.00pm to 5.00pm – Board Room, Newstead

The exceptions are:-

- 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 (21 January).
- It is proposed that the February Borders NHS Board meeting be held on the fourth Thursday in February (25 February).
- As in previous years it is suggested that a Board Development session take place on the first Thursday, 4th 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 Borders NHS Board meeting will be pushed back to the fourth Thursday of the month (23 June).
- In line with previous years it is proposed that there are no Borders NHS Board, Strategy & Performance Committee, or Board Development sessions held in July.
- It is proposed that the October Borders NHS Board meeting be held on the fourth Thursday in October (27 October).

At the time of the Board meeting day format review in March, should the Board be keen to continue with the full day Board meeting format there will be 4 instances where it would be appropriate to consider reversing the morning and afternoon sessions in order to ensure our Non Executive Directors are given every opportunity to attend Board meetings. These would be 23 June, 4 August, 27 October and 1 December.

The proposed format for those meetings would be:-

9am to 10am	Non Executives meeting with the Chairman
10am to 1pm	Development session/visit to a Service/Heads of Service Presentation
1pm to 2pm	Lunch
2pm to 3pm	Development session/visit to a Service/Heads of Service Presentation
3pm to 5pm	Alternate meetings of Public Board Meeting, Strategy & Performance Committee

Recommendation

The Board is asked to **approve** the Board meeting dates schedule for 2016.

The Board is asked to **approve** the Board Business Cycle for 2016.

The Board is asked to **approve** the move towards a single Board meeting day on the understanding that a review of the proposal takes place in March.

Policy/Strategy Implications	Policy/strategy implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.
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	The SBC Full Council meetings cycle has been taken into account when identifying dates.
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	Jane Davidson	Chief Executive

Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		

