#### **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	21	25	3	7	5	23		4	1	27	3	1
Meetings												
Public Board		25		7		23		4		27		1
Strategy &	21		3		5				1		3	
Performance												
Committee												
Development &	21	4 &	3	7	5	23		4	1	27	3	1
Strategy		25										
Session												

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, 4<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 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.

	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	Risk assessment will be addressed in the management of any actions/decisions resulting from the business presented to the Board.  The risks of falling outwith the financial and
	performance reporting cycle have been recognised and minimised.
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		

BORDERS NHS BOARD BUSINESS PLAN 1 2015/16	В	C	D	Е	F	G	Н	I	J	K	L	М	N	0	Р	Q	R	S	Т	U	V	W	X	Y	Z	AA	AB
Item	Recurrence	Owner		Development 3 December 15		Development 21 January 16	Development 4 February 16	Board 25 February 16	Development 25 February	S&PC 3 March 16	Development March 16	3 Board 7 April 16	Development 7 April	S&PC 5 May 16	Development 5 May 16		Development 23 June 16	Board 4 August	Development 4 August 16		Development 1 September		Development 27 October 16		Development 3 November 16		Developmen December 1
4 Minutes	monthly	Board Secretary							10									10		10	10			10		16	
5 Action Tracker Clinical Governance & Quality Update	monthly bi monthly	Board Secretary Head of Clinical																									
6 Healthcare Associated Infection Control		Governance Infection Control Manager																									
7 & Prevention Update																											
8 Access to Treatment Report 9 Finance Report	bi monthly bi monthly	GM Planned Care & Director of Finance																									
HEAT Performance Scorecard	bi monthly	Director of Workforce & Planning																									
11 Chair & Non Executives Report	bi monthly	Board Secretary																									
12 Board Executive Team Report 13 Statutory & Other Committee minutes	bi monthly bi monthly	Board Secretary Board Secretary																									
14 Patient Story	bi monthly	Head of Clinical																									
15	Dimonthly	Governance																									
Integrated Performance Scorecard	bi monthly	Director of Workforce &																									
17		Planning																									
inpatient Services Review - Health In	monthly	Director of Workforce &																									
19 Your Hands 20		Planning																									
21 Register of Interests	yearly	Board Secretary																									
23 Festive Period Operational Update	yearly	Director of Acute Services																									
Local Delivery Plan 16/17	yearly	Director of Workforce &																									
25	, ,	Planning																									
Code of Corporate Governance Refresh	yearly	Board Secretary																									
28																											
29 NHSS CEO Annual Report	yearly	Board Secretary																									
Annual OPAH Overview Report	yearly	Director of Nursing &																									
31 32		Midwifery																									
33 Annual Staff Survey Report	yearly	Employee Director																									
SB Adult Protection Committee Annual	yearly	Director of Nursing &																									
35 Report		Midwifery																									
37 Winter Period Report	quarterly	Director of Acute Services																									
38 39 Strategic Risk Register	yearly	Risk & Safety Manager																									
MOP Outturn																											
41	yearly	Director of Workforce & Planning																									
42 ANHS Borders Annual Accounts	yearly	Director of Finance																									
NHS Borders Endowment Annual																											
45 Accounts	yearly	Director of Finance																									
NHS Borders Private Patients Funds	yearly	Director of Finance																									
47 Annual Accounts	yearry	Director of Finance																									
Capital Plan Update	yearly	Director of Finance & Head	d																								
49		of Delivery Support																									
Contribution to SEAT Workplan	yearly	Head of Performance &																									
52		Planning																									
53 Board Committee Memberships	yearly	Board Secretary																									
55 Board Meeting Dates & Business Cycle	yearly	Board Secretary																									
MOP year End report	yearly	Director of Workforce &																									
57		Planning																									
Annual Review Feedback/Action Plan	yearly	Head of Performance &																									
60		Planning																									
61 SEAT Annual Report	yearly	Board Secretary																									
PAMS (After this January it will be	yearly	Director of Finance																									
63 August only each year) 64																											
Alcohol and Drug Partnership Annual 65 Report	yearly	Director of Public Health												-													
66	woork:	Director of Acute Services																									
67 Winter Planning 68	yearly	Director of Acute Services																									
IHO Imrpovement Programme		Head of Clinical Governance																									
70		Severiance																									
71 Flying Start Programme 72																											
Pharmacy Practices Committee input to the Pharmaceutical Care Services Plan		Director of Pharmacy																									
73																											
74 75 Transforming Outptients		Chief Executive																									
76 Topics Defibs		Medical Director																									
78	2																										
Corporate Objectives 79	3 yearly	Director of Workforce & Planning		<u>L</u>	<u>l</u> _				<u>L</u>	<u>l</u>						<u>l</u>					<u>L</u>	<u>l</u> _	<u>L</u>				<u></u>
80 81 Commissioning for Secondary Care		Medical Director																									
82																											
83 Community Empowerment Bill 84		Director of Public Health																									
DPH Annual report	yearly	Director of Public Health																									
87 Health & Social Care Strategic Plan		Chief Officer																									
88 Equalities Mainstreaming Action Plan		Director of Public Health																									
90																											

1   Dental Services Update   2   2   2   3   Delayed Discharges   4   Prescription for Excellence -   6   Independent Prescribers Update   6   6   6   6   6   6   6   6   6	Chief Officer  Chief Officer  Director of Pharmacy													
Prescription for Excellence -														
Prescription for Excellence - 51 Independent Prescribers Update	Director of Pharmacy													
Staff Engagement	Director of Workforce & Planning													
Deep Dive - Diagnostics	Director of Workforce & Planning													
Deep Dive - DNAs	Director of Workforce & Planning													
Deep Dive - Physio	Director of Workforce & Planning													
04	Chairman													
Health & Social Care Integration Scheme	Chief Officer													
08   Os   Os   Os   Os   Os   Os   Os   O	y Medical Director													
Mid Year Review yearly	Director of Workforce & Planning													
Pharmaceutical Care Services Plan 2016 yearly	y Director of Pharmacy													
Pressure Ulcer Incidents Annual Report yearly	y Director of Nursing & Midwifery													
77 Efficiency Programme 2015/16 final	Director of Finance													
is Efficiency Programme 2016/17 six mo	onths Director of Finance													
Nursing & Midwifery Workforce & yearly Workload Planning	y Director of Nursing & Midwifery, Director of Workforce & Planning													
Review of NHS Borders Guidelines on 23 Prevention of Cardiovascular Disease	Joint Director of Public Health													
Driving Improvements Delivering Plan	Director of Nursing, Midwifery & Acute Services													
Update on the Roxburgh Street, Galashiels, Replacement Surgery Project	Director of Finance													
28   29   Responses to National Consultations	Board Secretary													