

**Borders NHS Board****BORDERS NHS BOARD – BUSINESS CYCLE 2017****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 2017 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 2017**

Tabled below are the proposed meeting dates for 2017. 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.

<b>Meeting</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Non Executive Meetings	19	23	2	6	4	29		3	7	26	2	7
Public Board		23		6		29		3		26		7
Strategy & Performance Committee	19		2		4				7		2	
Development & Strategy Session	19	2 & 23	2	6	4	29		3	7	26	2	7

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 - 1.30pm 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 (19 January).
- It is proposed that the February Borders NHS Board meeting be held on the fourth Thursday in February (23 February).
- As in previous years it is suggested that a Board Development session take place on the first Thursday, 2nd 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 last Thursday of the month (29 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 (26 October).

### Recommendation

The Board is asked to **approve** the Board meeting dates schedule for 2017.

The Board is asked to **approve** the Board Business Cycle for 2017.

<b>Policy/Strategy Implications</b>	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.
<b>Consultation</b>	Board Executive Team
<b>Consultation with Professional Committees</b>	None
<b>Risk Assessment</b>	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.
<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

Name	Designation	Name	Designation
John Raine	Chair	Jane Davidson	Chief Executive

### Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		



