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.

Meeting	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Non Executive	19	23	2	6	4	29		3	7	26	2	7
Meetings												
Public Board		23		6		29		3		26		7
Strategy &	19		2		4				7		2	
Performance												
Committee												
Development &	19	2 &	2	6	4	29		3	7	26	2	7
Strategy		23										
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 - 1.30pm 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.

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		

A BORDERS NHS BOARD BUSINESS PLAN	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	Z
1 2017/18																									
2																									
Item 3	Recurrence	Owner	S&PC 19 January 17		Dev 2 February 17			S&PC 2 March 17	Dev 2 March 17	Board 6 April 17		S&PC 4 May 17						S&PC 7 September 17	Dev 7 September 17	Board 26 October 17	Dev 26 October 17	S&PC 2 November 17	Dev 2 November 17		Dev 7 December 17
4 Minutes	monthly	Board Secretary																							
5 Action Tracker	monthly	Board Secretary																							
6 Clinical Governance & Quality Update	bi monthly	Head of Clinical Governance																							
Healthcare Associated Infection Control & Prevention Update	bi monthly	Infection Control Manager																							
8 Finance Report	bi monthly	Director of Finance																							
g Chair & Non Executives Report	bi monthly	Board Secretary																							
10 Board Executive Team Report	bi monthly	Board Secretary																							
11 Statutory & Other Committee minutes	bi monthly	Board Secretary																							
12 FPG minutes	S&PC	Board Secretary																							
14 Patient Story	bi monthly	Head of Clinical Governance																				UPDATE			
Inpatient Services Review - Health In Your	public	Director of Workforce &																				0.07.1.2			
15 Hands		Planning																							
Consultant Appointments	public	Director of Workforce &																							
16		Planning			1																	1	1		
17 Register of Interests 18 Festive Period Operational Update	yearly yearly	Board Secretary Director of Acute Services	1	-	-		-	1	+	+	1	-	1	-	-	 	1		+	-	+	-	-		
19 Winter Plan Update/Report	monthly	Director of Acute Services				PRES		х	_	REPORT		PRES		DDES		PRES 17/18		Draft 17/18		FINAL 17/18		PRFS		PRFS	
Local Delivery Plan 17/18	yearly	Director of Workforce &								J. 5111				. ILLU		2.710		11.127,10							
20	1 1	Planning	1										ļ	FINAL					1						
21 Code of Corporate Governance Refresh	yearly	Board Secretary	-						-	-						<u> </u>	-		1			-			
22 NHSS CEO Annual Report Annual OPAH Overview Report	yearly yearly	Board Secretary Director of Nursing &			 			-	+	+	-	-	-		-	 	1		1		+	-	-		
23	yearry	Midwifery																							
Annual Staff Survey Report	yearly	Employee Director																							
Staff Engagement		Director of Workforce &																							
SB Adult Protection Committee Annual Report	yearly	Planning Director of Nursing &																							
26		Midwifery																							
Child Protection Annual Report	yearly	Director of Nursing, Midwifery & Acute Services																							
28 Strategic Risk Register	yearly	Risk & Safety Manager																							
MOP Outturn (End of year Report 2016/17)	yearly	Director of Workforce &																							
MOP Mid Year Report 2017/18	yearly	Planning Director of Workforce &			-	-			-	-	<u> </u>								-			-	-		
30 HOF HIG TEAL REPORT 2017/18	yearry	Planning																							
NHS Borders Annual Accounts	yearly	Director of Finance																							
NHS Borders Endowment Annual Accounts	yearly	Director of Finance																							
NHS Borders Private Patients Funds Annual	warh	Director of Finance	1		1				1	1		-	-								1				
33 Accounts	yearly	Director of Finance																							
Capital Plan Update	twice yearly	Director of Finance & Head of																							
34 Board Committee Memberships	yearly	Delivery Support Board Secretary			-	-			-	-	<u> </u>								-			-	-		
36 Board Meeting Dates & Business Cycle	yearly	Board Secretary				<u> </u>																			
Annual Review Letter and Action Plan	yearly	Head of Performance &				Dependent on																		Dependent on	
		Planning				timing of																		timing of	
37 38 SEAT Annual Report	yearly	Board Secretary	1			Annual			-										-				-	Annual Review	
PAMs (Biannual SG submission but Carol do	yearly	Director of Finance		X		<u> </u>	Biannual																		
yearly locally)	y can iy	Sirector of Finance		Α			next due																		
40 Alcohol and Drug Partnership Annual Report	yearly	Director of Public Health																							
Corporate Objectives	3 yearly	Director of Workforce &												next due end 2018											
42 Community Empowerment Bill		Planning Director of Public Health	t -		 	 		<u> </u>	 	 	t -	†		Ullu 2010		1	t	UPDATE		 	<u> </u>	<u> </u>			
43 DPH Annual report	2 yearly	Director of Public Health														<u> </u>			2017	2017	1				
Health & Social Care Strategic Commissioning 44 Plan Review	3 yearly	Chief Officer	1					2018		1	1		1							1					
45 Equalities Mainstreaming Action Plan	yearly	Director of Public Health																							
46 Delayed Discharges 47 Board 360	6 monthly	Chief Officer	<u> </u>		<u> </u>					+ -			_		<u> </u>				-		ļ				
48 I Medical Education Report	yearly	Chairman Medical Director	2016 Report			 			+ -	+	 			-	1	1	<u> </u>			-	<u> </u>	<u> </u>	<u> </u>		
49 Pharmaceutical Care Services Plan 2017	yearly	Director of Pharmacy								Х															
Pressure Ulcer Incidents Annual Report	yearly	Director of Nursing & Midwifery	1						1				1							1					
51 Efficiency Programme Update	six months	Director of Finance			 	 									<u> </u>	1	t			 	<u> </u>				
Nursing & Midwifery Workforce Planning	yearly	Director of Nursing &	2017						2 hours																
52		Midwifery, Director of Workforce & Planning		I									1							1					
Driving Improvements Delivery Plan		Director of Nursing, Midwifery		1									ĺ	1						1					
Update on the Roxburgh Street, Galashiels,	+	& Acute Services Director of Finance	 	 	-			-	+	+	 	 	 	 		 			1	 	1	 	 		
54 Replacement Surgery Project		Pirector or Filldrice	<u> </u>	<u> </u>			<u> </u>	<u> </u>	<u> </u>	<u></u>	<u></u>	<u></u>	<u>L_</u>	<u> </u>	<u></u>	<u></u>	<u> </u>			<u></u>	<u> </u>	<u> </u>	<u> </u>		<u></u>
Horizon Scanning in health and healthcare	yearly	Director of Public Health																							
IJB Strategic Plan Update	6 monthly	Chief Officer																							
56 Board to sign off 17/18 Integrated Budget	yearly	Director of Finance				x			+			<u> </u>	 						1	 					
Board to formally sign off integration board	yearly	Chairman	<u> </u>		 	i						 	 		 	 	<u> </u>		1		 	 	 		
membership (NEDS)	,,		1							1			1							1					
Celebrating Success Report	yearly	Director of Workforce &																							
59		Planning			-				1	1											1	ļ	ļ		
Board Performance Reporting 2017/18		Director of Workforce & Planning	1	[x	1			1												
Children and Young People Centre Business		Director of Workforce &							<u> </u>				<u> </u>			<u> </u>			<u> </u>						
61 Case		Planning/Director of Finance									<u> </u>					<u> </u>			-						
Dementia Committment 10 Update	yearly	Chief officer Health & Social Care Integration	1						1	1			1							1					
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DPH Report progress report	yearly	Director of Public Health																						
Workforce Risks and Issues	yearly	Director of Workforce &																						
H&SC IJB Directions	yearly	Director of Finance, Procurement, Estates &																						
Finance Efficiences	Development sessions	Director of Finance, Procurement, Estates &																						
Clinical Strategy Development Programme/Update	six monthly	Director of Workforce & Planning												Dev prog										update
SEAT Contribution to workplan	yearly	Director of Workforce & Planning																						
Deep Dive - DNAs	yearly	Director of Workforce & Planning																						
Deep Dive - Sickness Absence	yearly	Director of Workforce & Planning																						
Shared Services Update	yearly	Director of Finance, Procurement, Estates &																						
Sign off Policies - Agreed at Rem Cttee to bring paper to S&PC		Director of Workforce & Planning																						
Third FNP Nurse (Email from ER to MB to go t PACS CB then S&PC)	:0	Director of Nursing, Midwifery & Acute Services																						