Borders NHS Board



BORDERS NHS BOARD – BUSINESS CYCLE 2018

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 2018 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 2018

Tabled below are the proposed meeting dates for 2018. The Strategy & Performance Committee (S&PC) will meet on 4 occasions (a reduction of 1 meeting per year) and the Borders NHS Board will meet on 7 occasions (an increase of 1 meeting per year).

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	18	1	1	5	3	28		2	6	4	1	6
Meetings												
Public Board	18		1	5		28		2	6		1	
Strategy &		1			3					4		6
Performance												
Committee												
Development &	18	1	1	5	3	28		2	6	4	1	6
Strategy												
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 Borders NHS Board meeting be held on the third Thursday in January in order to maximise attendance by Board members following the festive period break (18 January).
- 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 (28 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.

Recommendation

The Board is asked to **approve** the Board meeting dates schedule for 2018.

The Board is asked to **approve** the Board Business Cycle for 2018.

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		

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BORDERS NHS BOARD BUSINESS PLAN		<u> </u>							<u> </u>					Ŭ		<u> </u>								<u> </u>
1 2018/19																								_
Item	Recurrence	Owner	BOARD 18				BOARD 2 March		BOARD 5		S&PC 3		BOARD 28		BOARD 2			Dev 6	S&PC 4 October 18	Dev 4	BOARD 1 November		S&PC 6	Dev 6
3			January			18		18	April 10	April 10	May 18	May 10	Julie 10	June 18	August 18	-	September 18	September 18	OCIODEI 18	18	18	November 18	December 18	December 18
4 Minutes	monthly	Board Secretary	10																					
5 Action Tracker	monthly	Board Secretary																						
6 Clinical Governance & Quality Update	bi monthly	Head of Clinical Governance																						_
Healthcare Associated Infection Control &	bi monthly	Infection Control Manager																						
7 Prevention Update 8 Finance Report	bi monthly	Director of Finance																						-
NHS Borders Performance Report	monthly	Director of Strategic Change &																						
9		Performance																						4
10 Chair & Non Executives Report	bi monthly	Board Secretary																						+
11 Board Executive Team Report 12 Statutory & Other Committee minutes	bi monthly bi monthly	Board Secretary Board Secretary																	+					+
13 FPG minutes	S&PC	Board Secretary																						
14																								
15 Patient Story	bi monthly	Head of Clinical Governance																						
16 Consultant Appointments	public	Director of Workforce																						1
17 Register of Interests	yearly	Board Secretary			_																			
Festive Period Operational Update	yearly	Director of Nursing, Midwifery & Acute Services			Summary				Full Rpt															
Winter Plan Update/Report	monthly	Director of Nursing, Midwifery	PRES		PRES		PRES				PRES		0050		PRES 18/19		Draft 18/19		FINAL 18/19		PRES		PRES	
Local Delivery Plan 17/18	yearly	& Acute Services Director of Strategic Change &											PKES											1
20 21 Financial Plan (LDP)		Performance Director of Finance														<u> </u>								+
22 Code of Corporate Governance Refresh	yearly	Board Secretary									<u> </u>									+				+
23 NHSS CEO Annual Report	yearly	Board Secretary																						
Annual OPAH Overview Report	yearly	Director of Nursing &		1	1	1	1	İ		İ	1		İ	1	1	1		İ	1	İ	1			1
24 Annual Staff Survey Report/Staff Engagement	yearly	Midwifery Employee Director				2018																		
25 SB Adult Protection Committee Biennial	yearly	Director of Nursing &																						
26 Report (2014-16) Child Protection Annual Report	yearly	Midwiferv Director of Nursing, Midwifery														-								'
27	· ·	& Acute Services																						!
28 Strategic Risk Register	yearly	Risk & Safety Manager																						<u> </u>
MOP Outturn (End of year Report 2016/17) 29	yearly	Director of Strategic Change & Performance																						1
MOP Mid Year Report 2017/18	yearly	Director of Strategic Change &																						
30 31 NHS Borders Annual Accounts	yearly	Performance Director of Finance																						 '
NHS Borders Endowment Annual Accounts	yearly	Director of Finance																						+
32 NHS Borders Private Patients Funds Annual	yearly	Director of Finance																						
33 Accounts	yearry																							
Capital Plan Update	twice yearly	Director of Finance & Head of	2019									prioritisati												1
35 Board Committee Memberships	yearly	Delivery Support Board Secretary										011												
36 Board Meeting Dates & Business Cycle	yearly	Board Secretary																						+
Annual Review Letter and Action Plan	yearly	Head of Performance &																					Dependent on	,
37		Planning																					timing of Annual Review	
38 SEAT Annual Report	yearly	Board Secretary																					East Region	 '
PAMs (Biannual SG submission but Carol do 39 vearly locally)	yearly	Director of Finance																						1
	yearly	Director of Public Health																						
40 Corporate Objectives	3 yearly	Director of Strategic Change &																	1					1
41 42 Community Empowerment Bill		Performance Director of Public Health																	undate					<u>+'</u>
43 DPH Annual report	2 yearly	Director of Public Health																	apudic					
44 Equalities Mainstreaming Action Plan	yearly 6 monthly	Director of Public Health	<u> </u>	<u> </u>			<u> </u>				<u> </u>			<u> </u>		<u> </u>			<u> </u>	<u> </u>	<u> </u>			<u> </u>
45 Delayed Discharges 46 Medical Education Report	6 monthly yearly	Chief Officer Medical Director	<u> </u>				2018 dft		2018 fnl	-	<u> </u>					<u> </u>								+
47 Pharmaceutical Care Services Plan 2017	yearly	Director of Pharmacy		1	1	İ					1			1	1	1				İ	1			
Pressure Ulcer Incidents Annual Report	yearly	Director of Nursing & Midwifery																						
49 Efficiency Programme Update	every meeting	Director of Finance																						
Nursing & Midwifery Workforce Planning	yearly	Director of Nursing & Midwifery, Director of	2018																					
50 51 Horizon Scanning in health and healthcare	yearly	Workforce & Planning Director of Public Health																						<u> </u>
138 Strategic Plan Update	6 monthly	Chief Officer																			1			
52		Disaster of Firster	<u> </u>						along off	<u> </u>	L								<u> </u>					
53 18/19 Delegated Budget (IJB) Board to formally sign off integration board	yearly yearly	Director of Finance Chairman					Every 3		sign off															+
54 membership (NEDS)							Years due 2019																	<u> </u>
Celebrating Success Report	yearly	Director of Strategic Change & Performance																						
Board Performance Reporting 2018/19		Director of Strategic Change & Performance																						
H&SC IJB Directions	yearly	Director of Finance, Procurement, Estates &												1	1						1			1
57 Finance Efficiencies /Transformational Change	Development	Director of Finance,																						
58	sessions	Procurement, Estates &																						
Clinical Strategy	six monthly	Director of Strategic Change & Performance																						
29	I	r chomance	1	1	1	1	1	1		1			1	1	1	1	1	1	1	1	1	1		J

A	В	C	D	E	F	G	Н	I	J	K	L	М	N	0	Р	Q	R	S	Т	U	V	W	Х	Y
Better Borders Programme Update	six monthly	Director of Strategic Change & Performance																						
Shared Services Update	,,	Director of Finance, Procurement, Estates & Facilities																						
62 iMatter		Irene Bonnar																						
Progress Report on the work of the CPP and the NHS contribution to Community Planning 63	3 times a year	Director of Public Health																						
IM&T Update		Director of Strategic Change & Performance																						
Deep Dive - Physiotherapy (AHPs)		Director of Strategic Change & Performance																						
66 Counter Fraud Services		Director of Finance																						
67 Joint Adult Services Inspection Update		Chief Officer																						
Food Fluid & Nutrition Action Plan Update		Director of Nursing, Midwifery & Acute Services																						
69 Future of Crumhaugh House		Director of Finance																						
Regional Collaborative Working	Development sessions	Director of Strategic Change & Performance																						
Annual Audit Report		Gillian Woolman, Audit Scotland																						
Annual Report on Primary Care Independent 72 Practitioners Complaints	yearly	Head of Clinical Governance							2018															
Financial Outlook 73		Director of Finance																						
74																								