#### **Borders NHS Board**



Meeting Date: 5 September 2019

Approved by:	Karen Hamilton, Chair
Author:	Iris Bishop, Board Secretary

#### **BORDERS NHS BOARD - BUSINESS CYCLE 2020**

## **Purpose of Report:**

The purpose of this report is 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.

#### Recommendations:

The Board is asked to approve the Board meeting dates schedule for 2020.

The Board is asked to **approve** the Board Business Cycle for 2020.

# **Approval Pathways:**

This report has been reviewed by the Board Executive Team.

### **Executive Summary:**

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 2020 for the Borders NHS Board, Strategy & Performance Committee and Board Development & Strategy Sessions.

## Visibility of the NHS Board

In light of the on-going 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 2020**

Tabled below are the proposed meeting dates for 2020. The Strategy & Performance Committee (S&PC) will meet on 4 occasions and the Borders NHS Board will meet on 7 occasions.

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	16	6	5	2	7	25		6	3	1	5	3
Meetings												
Public Board	16		5	2		25			3	1		3
Strategy &		6			7			6			5	
Performance												
Committee												
Development &	16	6	5	2	7	25		6	3	1	5	3
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 (16 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 (25 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.

Impact of item/issues on:	
Strategic Context	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.
Patient Safety/Clinical Impact	Patient Safety/Clinical Impact implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.
Staffing/Workforce	Staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.
Finance/Resources	Resource implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.
Risk Implications	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>Equality and Diversity</b>	Compliant
Consultation	Board Executive Team
Glossary	S&PC – Strategy & Performance Committee SBC – Scottish Borders Council

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BORDERS NHS BOARD BUSINESS PLAN																	l							
1 2020/21 Item	Recurrence	Owner		16 January DEV	6 February S&PC	6 February DEV	5 March BOARD	5 March DEV	2 April BOARD									3 September DEV	1 October BOARD				3 December BOARD	3 December
3 Minutes	monthly	Board Secretary		DEV																				
4 Action Tracker	monthly	Board Secretary																						
	public	Head of Clinical Governance																						
Healthcare Associated Infection Control &	public	Infection Control Manager																						
6 Prevention Update																								
	public	Director of Finance																						
NHS Borders Performance Report	S&PC	Director of Strategic Change & Performance																						
9 Chair & Non Executives Report	public	Board Secretary																						
10 Board Executive Team Report	public	Board Secretary																						
	public	Board Secretary																						
12 Consultant Appointments																								
13																								
14 Patient Story	bi monthly	Head of Clinical Governance																						
15 Register of Interests	yearly	Board Secretary	-																					+
Festive Period Operational Update (Winter 16 period evaluation report)	yearly	Director of Nursing, Midwifery & Acute Services/Chief Officer							Full Rpt															
	monthly	Director of Nursing, Midwifery						<u> </u>											FINAL 20/21		PRES - UPDATE		PRES UPDATE	
17		& Acute Services/Chief Officer Director of Strategic Change &			ppt Update						Eandhack		Final sign off						F1NAL 20/21		PRES - OPDATE		FRES OFDATE	
Annual Operational Plan 20/21	yearly	Performance	Ί					1	Approve		Feedback from SG	I	Final sign off				1	1	I	1				
19 Financial Plan (AP)		Director of Finance	1		<b>-</b>				Approve		HOIR 3G													1
20 Code of Corporate Governance Refresh	2 yearly	Board Secretary			İ												i	İ	i					1
21 NHSS CEO Annual Report	yearly	Board Secretary	2019														İ	İ	<u> </u>				_	
Annual OPAH Overview Report	yearly	Director of Nursing &															Annual Report							
22 CD A tolk Protection 2 Transport		Midwiferv	<del>                                     </del>		<u> </u>					<del>                                     </del>									<u> </u>		2010 24 1			1
SB Adult Protection Committee Biennial	yearly	Director of Nursing & Midwifery	1					1		1		1	1						I	1	2019-21 due			
23 Report Child Protection Annual Report	yearly	Director of Nursing, Midwifery	<del>                                     </del>	<b>†</b>	1			t -	1	<b>†</b>	1				2018/19				<b>-</b>	<del>                                     </del>	2021			1
24	, ,	& Acute Services																						
25 Strategic Risk Register	yearly	Risk & Safety Manager																						
MOP Outturn (End of year Report 2019/20)	yearly	Director of Strategic Change &		I						1		I							I	1				
MOP Mid Year Report 2020/21	yearly	Performance Director of Strategic Change &		<b>—</b>	<del>                                     </del>			<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	-	<del>                                     </del>							<b>-</b>	<del>                                     </del>				
27 MOF MILE TEAL REPORT 2020/21	yearry	Performance	1																					
28 NHS Borders Annual Accounts	yearly	Director of Finance																						
29 NHS Borders Endowment Annual Accounts	yearly	Director of Finance																						
NHS Borders Private Patients Funds Annual	yearly	Director of Finance																						
30 Accounts Capital Plan - Demitted to F&RC	· · ·		1	-	1			-	1	-	1	<u> </u>					<u> </u>	<u> </u>		1				1
31 Board Committee Memberships	CoCG yearly	Director of Finance						ļ																
33 Board Meeting Dates & Business Cycle	yearly	Board Secretary Board Secretary	+		1			1					-							1				1
Annual Review Letter and Action Plan	yearly	Head of Performance &			<b> </b>					<u> </u>			Dependent						update on					
24	, , ,	Planning											on timing of Annual Review						actions/respon se to SG					
PAMs (Biannual SG submission but Carol do vearly locally)	yearly	Director of Finance											Review											1
Alcohol and Drug Partnership Annual Report	yearly FOR NOTING goes to IJB	Director of Public Health																	2019/20					
Corporate Objectives	3 yearly - FOR	Director of Strategic Change &						1		1							l	l			draft 2022-2025		2022-2025 due	
38 Community Empowerment Bill	APPROVAL	Performance Director of Public Health	+		<b>-</b>				<del>                                     </del>	<del>                                     </del>	-	<b>-</b>					<del>                                     </del>	<b> </b>	undate				2022	
DPH Annual report	2 yearly	Director of Public Health											2019 - Approve						ubuate					
40 Equalities Mainstreaming Action Plan Update		Director of Public Health																	Approve					
41 Delayed Discharges Occupied Bed Days	6 monthly	Chief Officer			ļ <u> </u>									$\Box$						<b>_</b>	update		E. 100:5	
42 Medical Education Report 43 Pharmaceutical Care Services Plan 2021	yearly to CGC first		+	-	<del>                                     </del>			<del>                                     </del>				<del></del>		$\vdash$					<del>                                     </del>	<del>                                     </del>			Final 2019	
Nursing & Midwifery Workforce Planning	yearly yearly	Director of Pharmacy Director of Nursing &	1													Describe to			Approve					1
44		Midwifery, Director of Workforce & Planning Director of Finance														Board ?			рриске					
Resource to the IJB 20/21 (Delegated Budget) 45	yearly	Director of Finance					sign off																	
Board to formally sign off integration board membership (NEDS)	yearly	Chairman							Every 3 Years due 2022															
Celebrating Success Report 47	yearly	Director of Strategic Change & Performance	i																					
Progress Report on the work of the CPP and 48 the NHS contribution to Community Planning	yearly	Director of Public Health																						
48 Counter Fraud Services	every 2 years	Director of Finance	1		<b>-</b>					<del>                                     </del>														1
Regional Collaborative Working - Common	Dev sessions	Director of Strategic Change &	.1																<del>                                     </del>					
50 Ground Updates	504 303310113	Performance	Ì																					
Annual Audit Report	yearly	Gillian Woolman, Audit																						
51		Scotland																						
Financial Outlook		Director of Finance															2020/21 Quarter 1 Review & Forecast Year							
52 Logie Legacy - Zambia Twinning Partnership 53 Annual Update	yearly	Director of Public Health													Annual Report		End							+
oo jamuudi Upudie	ļ				<del>                                     </del>			<del>                                     </del>	-			<b>—</b>			Report		<b>_</b>		<b>-</b>					+
Psychological Therapy Waiting Times - MH Performance Review said would produce a paper for the Board	waiting to hear when SB wil be	General Manager MH& LD																						

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BGH Campus Development - discuss and		Director of Finance																						
update				1						1														
Road to Digital 2020/21	6 monthly	Head of IM&T									Update													
Dementia Commitment 10 Update	yearly	Chief Officer																						
Food Fluid & Nutrition Annual Report	yearly	Director of Nursing, Midwifery	2019																					
Primary Care Improvement Plan (PCIP)	Yearly	Chief Officer									update													
Turnaround Programme - Bold and Leads brief NEDs informally		Director of Strategic Change & Performance																						
Health Improvement Annual Report	vearly	Tim Patterson																						