Borders NHS Board



Meeting Date: 7 May 2020

Approved by:	Iris Bishop, Board Secretary
Author:	Iris Bishop, Board Secretary

BOARD BUSINESS APRIL TO JULY 2020

Purpose of Report:

The purpose of this report is for the Board to consider a revised business cycle over the next three months while the organisation is continuing to deal with COVID-19.

Recommendations:

The Board is asked to <u>accept</u> the revised business plan for 2020 as a consequence of COVID-19.

The Board is asked to **consider and approve** re-establishing the Board Sub Committees with effect from 1 June. All meetings will be held either by Microsoft Office Teams or Telephone Conference calls in order to enable social distancing.

The Board is asked to <u>consider</u> reinstating its substantive corporate governance arrangements from 1 August 2020. All meetings will be held either by Microsoft Office Teams or Telephone Conference calls in order to enable social distancing. This will remain subject to review depending on the impact of COVID-19 on the organisation.

Approval Pathways:

This report has been prepared specifically for the Board to enable it to consider and address the impact of the COVID 19 Pandemic on the Board business cycle and governance arrangements.

Executive Summary:

Agreement at the Board Meeting on 2 April 2020

We agreed to a temporary revision to our corporate governance arrangements with the onset of the COVID-19 Pandemic.

The consequence of that revision was that:-

- Board Sub Committees would be stood down.
- The Board would meet monthly.
- The Board agendas would focus on COVID-19 as well as incorporating the necessary legislative or regulatory aspects previously referred to the standing committees.

• Temporary measures would be reviewed on a monthly basis with a view to reestablishing governance arrangements in line with the Code of Corporate Governance at the earliest opportunity.

Based on the above Board meetings have been set for 7 May, 4 June and 2 July.

Changes to Board Business due to COVID-19

In line with the Board decision taken on 2 April the Board business plan has been revised and is attached at Attachment 1.

The changes are listed below:-

- The Patient and Carers Stories element of the agenda has been suspended and will
 not be resumed until the October meeting at the earliest. This is to enable time for
 the organisation to recover and for the Board to agree if patient and carer stories
 could be enabled through video conferencing facilities instead of in person,
 dependent on lockdown measures being lifted at that time.
- The main functions of the Quality and Clinical Governance Team have been diverted to support the organisations focus on COVID-19 activities. The Board will therefore continue to receive a report at each of its meetings on Quality and Clinical Governance in regard to COVID-19. Any non COVID-19 issues will also be flagged to the Board on an exception basis.
- The Board will continue to receive a regular report on Healthcare Associated Infection which will focus on COVID-19 and specifically report on Personal Protective Equipment (PPE).
- The Winter Period Evaluation Report will be included in the final Winter Plan for 2020/21 due at the Board meeting in October.
- As advised at the Board meeting in April the Scottish Government have advised that the Annual Operational Plan (AOP) will be taken as a "baseline" and they are pausing their discussions with us on those matters at present. The AOP approval has therefore been moved on to the October meeting agenda as a tentative item at this stage.
- At the February, Strategy and Performance Committee meeting the Director of Public Health advised the Board that it would receive the Strategic Risk Register on a 6 monthly basis, instead of yearly as had been the previous frequency. With the new cycle of meetings the Strategic Risk Register would therefore be received by the Board in April and October each year. It is suggested that the Board receive an update on the Strategic Risk Register at the June meeting given it will have been impacted by COVID-19 and then a 6 month update in December with a return to the normal cycle of receiving reports in April and October for the following year 2021.
- The Managing Our Performance year end report due to the Board meeting on 25 June will be moved to the new Board meeting on 2 July. In light of the previously advised diversion of staff capacity to support the Financial Turnaround Programme and the subsequent impact of COVID-19, the Board will receive an abridged version of the Managing Our Performance year end report compared to previous years.

- The Annual Accounts items due for approval at the Board on 25 June have been rescheduled to the 1 October meeting. Scottish Government are keen to reduce workloads on Boards at the present time and have asked Boards to work to a three month extension timeline up to 30 September. We will keep this timeline under review and may need to call an extraordinary meeting of the Board in late September to formally approve the accounts.
- The Annual Audit Report form Audit Scotland has also been postponed to the 1
 October Board meeting as part of the Annual Accounts item.
- The standard Board Committee membership paper will be moved to the October Board meeting, given we have been unable to appoint to the 2 Non Executive vacancies at this time. We will keep this under review should we need to make changes to our Committee memberships ahead of the appointments being made.
- All Health Board Annual Reviews are currently on hold by the Scottish Government given the COVID-19 Pandemic.
- The Road to Digital update has been postponed to the December meeting given the focus of IM&T on various applications and installations to assist the organisation to work effectively and efficiently during the COVID-19 pandemic.
- The Primary Care Improvement Plan (PCIP) update has been postponed to the 2
 July meeting given the focus of primary care colleagues on the COVID-19
 pandemic.
- We continue to await notification from the Scottish Government in regard to the next survey phase for the Blueprint for Good Governance.
- In regard to our Celebrating Excellence report we will stand down this report and take this opportunity to work towards proposals around recognising and celebrating our staff response and experience through COVID-19.
- The Director of Public Health Annual Report has also been postponed to the December Board meeting given the extensive work being undertaken by Dr Tim Patterson at the present time in responding to the COVID-19 pandemic.

A review of the business of the Board Sub Committees for the period April to July has been undertaken and a recommended way forward has been proposed.

Resources & Performance Committee – All business scheduled for the inaugural meeting of the Committee due to be held on 7 May has been moved to the next scheduled meeting due to take place on 3 September 2020. There are no items of prescheduled business which are required to be reviewed by the Board.

<u>Audit Committee</u> – The next meeting of the Audit Committee was due to be held on 15 June where the substantive business to be transacted was the finalisation of the Annual Accounts and the receipt of the Draft Annual Accounts for the Integration Joint Board (IJB). As the Scottish Government have asked Boards to work to a 3 month extension period, this business does not require transaction by the Board during this intervening period.

<u>Clinical Governance Committee</u> – The next meeting of the Clinical Governance Committee was due to be held on 26 May. The business allocated to that meeting agenda can be moved to the next scheduled meeting to take place on 29 July.

<u>Staff Governance Committee</u> – The next meeting of the Staff Governance Committee was due to be held on 18 June. The business allocated to that meeting agenda can be moved to the next scheduled meeting to take place on 30 October, apart from the Staff Governance Monitoring Tool item which is a report required by the Scottish Government. However given the situation with COVID-19 we are checking if this matter has been postponed in the interim period.

<u>Public Governance Committee</u> – The next meeting of the Public Governance Committee was due to be held on 12 May. The business allocated to that meeting agenda can be moved to the next scheduled meeting to take place on 20 August.

<u>Area Clinical Form</u> – The next meeting of the Area Clinical Forum is due to take place on 23 June.

<u>Endowment Board of Trustees</u> - Whilst the Endowment Board of Trustees is in effect a separate entity, the Board may wish to be aware that its' next scheduled meeting is due to take place on 14 May and will proceed as planned.

Proposal to re-establish the Board Sub Committees

Given the organisation's current position addressing the COVID-19 Pandemic it is proposed that the Board Sub Committees could be brought back online with short COVID-19 focused agendas for their previously scheduled next round of meetings from 1 June (26 May for the Clinical Governance Committee).

The Board is asked to consider re-establishing the Board Sub Committees from 1 June. All meetings will be held either by Microsoft Office Teams or Telephone Conference calls in order to enable social distancing. As agreed at the April Board meeting the position will be subject to on-going review.

Proposal for the Board to move back to normal Governance arrangements.

At this point in time it is proposed that the Board could return to the normal governance arrangements from early August.

Impact of item/issues on:	
Strategic Context	The challenges faced by the NHS, social care and the wider partnership systems require the Board to establish temporary and appropriate governance arrangements that respond to support the organisation in the coming months.
Patient Safety/Clinical Impact	The challenges faced by services requires the Board to recognise that front line staff, senior officers and the Executive Team must be allowed to deal with the Covid-19 Pandemic with as little distraction as possible.
Staffing/Workforce	The challenges faced by services requires the Board to recognise that front line staff, senior officers and the

	Executive Team must be allowed to deal with the Covid-							
	19 Pandemic with as little distraction as possible.							
Finance/Resources	The Board requires that the organisation continue to operate within an appropriate legal framework, acts in the best interests of the population, is efficient in the use of resources and puts the safety of staff and patients at the forefront of its efforts.							
Risk Implications	The Board requires that the organisation continue to operate within an appropriate legal framework, acts in the best interests of the population, is efficient in the use of resources and puts the safety of staff and patients at the forefront of its efforts.							
Equality and Diversity	Compliant							
Consultation	None							
Glossary	NHS – National Health Service COVID - Coronavirus.							

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	BORDERS NHS BOARD BUSINESS PLAN		Č	D		-	9		'	J	K		IVI	IN	0	
1	2020/21 REVISED FOR COVID															
	Item	Recurrence	Owner	2 April	2 April	7 May	25 June	25 June	2 July	6 August	3 September	1 October	1 October	5 November	3 December	3 December
				BOARD	DEV	BOARD	4 June	DEV	BOARD		R&PC		DEV	R&PC	BOARD	DEV
2					CANX		BOARD	CANX		DAY						
3	Minutes	monthly	Board Secretary													
4	Action Tracker	monthly	Board Secretary													
5	Clinical Governance & Quality Update	public	Head of Clinical Governance	covid		covid	covid		covid							
1 .	Healthcare Associated Infection Control &	public	Infection Control Manager	PPE		PPE	PPE		PPE							
6	Prevention Update Finance Report	F&PC & public	Director of Finance													
	Finance Report Finanical Turnaround Programme Update	F&PC & public	Director of Strategic Change &													
8	i manicar rumarounu Programme opuate	i di C	Performance													
	Capital Plan Update (Board demitted to F&PC)	standing item	Head of Capital Planning													
9																
10	NHS Borders Performance Report	F&PC & public	Director of Strategic Change & Performance													
11	Statutory & Other Committee minutes	public	Board Secretary													
12	Consultant Appointments	public	Director of Workforce	Non to repor												
13	TF															
14	Patient Story	bi monthly	Head of Clinical Governance	CANCELLED			CANCELLED									
15	Register of Interests	yearly	Board Secretary	Additions		Additions										
	Winter Period Evaluation Report	yearly	Director of Nursing, Midwifery									Incorporated in				
			& Acute Services/Chief Officer	x postponed								Final 20/21				
16												Winter Plan				
	Winter Plan Update/Report	monthly	Director of Nursing, Midwifery									FINAL 20/21			PRES UPDATE	
17	Annual Operational Plan 20/21		& Acute Services/Chief Officer Director of Strategic Change &	00 1-11-								A1 2				
40	Annuai Operationai Pian 20/21	yearly	Performance	SG letter noted			x postponed					Approval ?				
10	Financial Plan (AP)		Director of Finance	Approved						+						
-10	Turnaround - External Review Engagement &	quarterly	Director of Strategic Change &	, pp.0104												
20	Action Plan (Bold, L Ace)	,,	Performance													
	Temporary Revisions to Code of Corporate		Board Secretary	Approved												
21	Governance Arrangements (covid)	2	Daniel Carrietani							-						
22	Code of Corporate Governance Refresh Risk Management Policy	2 yearly 3 yearly - FOR	Board Secretary Director of Public Health	2020												
23	Kisk Planagement Folicy	APPROVAL	Director of Fublic Fleater	Approved												
24	Strategic Risk Register	yearly	Risk & Safety Manager	x postponed			6 mth review					x postponed			6 mth review	
	MOP Outturn (End of year Report 2019/20)	yearly	Director of Strategic Change &				x postponed									
25	MOD M:4 V D+ 2022 /24		Performance			1	postporiou									
26	MOP Mid Year Report 2020/21	yearly	Director of Strategic Change & Performance							1						
27	NHS Borders Annual Accounts	yearly	Director of Finance				x postponed			1		Approve				
28	NHS Borders Endowment Annual Accounts	yearly	Director of Finance			1	x postponed					Approve				
	NHS Borders Private Patients Funds Annual	yearly	Director of Finance			Ì						Approve				
29	Accounts	<u> </u>				1	x postponed									
30	Board Committee Memberships	yearly	Board Secretary	x postponed		1					D0 D0 D 1 6					
31	Board Meeting Dates & Business Cycle	yearly	Board Secretary							1	R&PC Dates & Plan	Board Date &				
32	Review R&PC Terms of Reference	yearly	Board Secretary			 				 	Pidii	ridi)				
52	Annual Review Letter and Action Plan	yearly currently on				1	Dependent			1		update on				
		hold given covid	Planning				on timing of			1		actions/respon				
00							Annual			1		se to SG				
33	PAMs (Biannual SG submission but Carol do	vearly	Director of Finance			-	Review			+						
34	vearly locally)	yearly	Director or Findrice							1						
	Corporate Objectives	3 yearly - FOR	Director of Strategic Change &												2022-2025 due	
35		APPROVAL	Performance							1					2022	
36	Community Empowerment Bill		Director of Public Health			-				+		update				
	Equalities Mainstreaming Action Plan Update Delayed Discharges Occupied Bed Days	yearly 6 monthly	Director of Public Health Chief Officer			1	update			+		Approve			update	
	Workforce - Annual Plan & Projection	vearly	Director of Workforce				upuate			1					upuale	
				-		•	-		-	•						

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40	Nursing & Midwifery Workforce Planning	yearly	Director of Nursing & Midwifery, Director of Workforce & Planning							Prep Board for approval in Oct		Approve				·
41	Resource to the IJB 20/21 (Delegated Budget)	yearly	Director of Finance	signed off within financial plan												
42	Board to formally sign off integration board membership (NEDS)	yearly	Chair	Every 3 Years due 2022												
	Rolling 3 Year Fianncial Plan Assumptions (2020-2022)	yearly	Director of Finance													
44	Rolling 3 year Savings Forecast (202-2022)	yearly	Director of Finance													
	Progress Report on the work of the CPP and the NHS contribution to Community Planning	yearly	Director of Public Health													
46	Counter Fraud Services	every 2 years	Director of Finance													
47	Annual Audit Report	yearly	Gillian Woolman, Audit Scotland				x postponed									
48	Financial Outlook		Director of Finance				, ,				2020/21 Quarter 1 Review & Forecast Year End			2020/21 Quarter 2 Review & Forecast Year End		
49	Psychological Therapy Waiting Times - MH Performance Review said would produce a paper for the Board	waiting to hear when SB wil be ready to take paper to Board	General Manager MH& LD													
50	Road to Digital 2020/21	6 monthly	Head of IM&T				x Postponed								update	
51	Primary Care Improvement Plan (PCIP)	Yearly	Chief Officer				x Postponed		update							
52	Blueprint of Corporate Governance Update	yearly	Ralph and Iris										Review Blueprint results		Review Progress	Prep for Self Assessment in January
53	SAERs (rolled forward from 051219)		Cliff and Laura		X Postponed			x Postponed		1						
54	Celebrating Excellent Report - Report stood down - New proposals to be drawn up	yearly	Director of Strategic Change & Performance				x stood down									
55	Health & Care (Staffing) (Scotland) Act 2019 - Annual Report on complaince for submission to Scottish Government		Director of Workforce									Awaiting timeline from Scottish Govt				