

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:	
<p>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.</p>	
Recommendations:	
<p>The Board is asked to <u>accept</u> the revised business plan for 2020 as a consequence of COVID-19.</p> <p>The Board is asked to <u>consider and approve</u> 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.</p> <p>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.</p>	
Approval Pathways:	
<p>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.</p>	
Executive Summary:	
<p>Agreement at the Board Meeting on 2 April 2020</p> <p>We agreed to a temporary revision to our corporate governance arrangements with the onset of the COVID-19 Pandemic.</p> <p>The consequence of that revision was that:-</p> <ul style="list-style-type: none"> • 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 re-establishing 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 from 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.

Audit Committee – 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.

Clinical Governance Committee – 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.

Staff Governance Committee – 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.

Public Governance Committee – 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.

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

Endowment Board of Trustees - 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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												
43	Rolling 3 Year Financial Plan Assumptions (2020-2022)	yearly	Director of Finance													
44	Rolling 3 year Savings Forecast (202-2022)	yearly	Director of Finance													
45	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 will 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									Approve improvement plan and submit to Cab Sec 22	Review Blueprint results		Review Progress	Prep for Self Assessment in January
53	SAERs (rolled forward from 051219)		Cliff and Laura		X Postponed				x Postponed							
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 compliance for submission to Scottish Government	yearly	Director of Workforce									Awaiting timeline from Scottish Govt				