#### **Borders NHS Board**



Meeting Date: 24 September 2020

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

#### **BORDERS NHS BOARD - BUSINESS CYCLE 2021**

# **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 2021.

The Board is asked to **approve** the Board Business Cycle for 2021.

# **Approval Pathways:**

This report has been produced for the Board and been reviewed by the Chief Executive.

### **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 Resources & 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.

# **Resources & Performance Committee Agendas**

With regard to the Resources and Performance Committee meeting this will focus on resources (both financial and non financial) and performance issues at each meeting (apart from any standing items on the agenda) in order to facilitate strong debate of items.

## **Board Development**

Board Development sessions have been scheduled for the afternoon after each public Board meeting. A programme of content will be worked up to ensure these sessions are used to the benefit of the Board. A further 2 full days of Board Development are intended to be scheduled in February and August each year.

Attached at Annex A is the Business Cycle for 2021 for the Borders NHS Board, Resources & Performance Committee and Board Development Sessions.

In light of the requirements for social distancing against the background of COVID-19 the Board meetings will continue to be held via MS Teams.

Currently discussions are being taken forward nationally to agree a Once for Scotland position on enabling the public to attend Public Board meetings via webcasting, live streaming or other electronic means.

#### **Meeting Dates 2021**

Tabled below are the proposed meeting dates for 2021. The Resources & Performance Committee (R&PC) will meet on 5 occasions and the Borders NHS Board will meet on 5 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
Public Board		4		1		24				7		2
Resources &	21		4		6				2		4	
Performance												
Committee												
Development		4		1		24		TBA		7		2
Session		TBA										

Public Board meetings – 9.00am to 11.00am – MS Teams Resources & Performance Committee – 9.00am to 11.00am – MS Teams Development Sessions – 2.00pm to 5.00pm

The exceptions are:-

• It is proposed that the January Resources & Performance Committee meeting be

- held on the third Thursday in January in order to maximise attendance by Board members following the festive period break (21 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 (24 June).
- In line with previous years it is proposed that there are no Borders NHS Board, Resources & 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.
Equality and Diversity	Compliant
Consultation	Board Executive Team
Glossary	R&PC – Resources & Performance Committee SBC – Scottish Borders Council

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1	2021																			
2		Recurrence		21 January R&PC	4 February BOARD	4 February DEV	FEBRUARY BOARD DEV DAY	4 March R&PC	1 April BOARD	1 April DEV	6 May R&PC	24 June BOARD	24 June DEV	AUGUST BOARD DEV DAY	2 September R&PC	7 October BOARD	7 October DEV	4 November R&PC	2 December BOARD	2 December DEV
3		monthly	Board Secretary																	
		monthly	Board Secretary																	
5		public	Head of Clinical Governance																	
6	Prevention Update	public	Infection Control Manager																	
7		public & R&PC	Director of Finance																	
	NHS Borders Performance Report	R&PC & Public	Director of Strategic Change &																	l .
8	Statutory & Other Committee minutes	public	Performance Board Secretary																	
		public	Director of Workforce																	
10		R&PC	Director of Strategic Change &																	<del>                                     </del>
11	Thancar Farnarouna Frogramme Opuace	No. C	Performance																	
12	Dations Change	hi an a sabbit.	Hand of Chairel Commence																	
13		bi monthly vearly	Head of Clinical Governance Board Secretary				<b> </b>													<del></del>
14	Festive Period Operational Update (Winter	yearly	Director of Nursing, Midwifery				l													<del>                                     </del>
15	period evaluation report)		& Acute Services/Chief Officer						Full Rpt											
16	Remobilisation Plan 21/22 (includes winter plan and financial plan)	yearly	Director of Strategic Change & Performance Director of Finance		feedback				feedback			Final sign off								
17	Code of Corporate Governance Refresh	3 yearly	Board Secretary						Part Refresh Full refresh due 2023											
18	•	yearly	Director of Nursing & Midwifery													Annual Report				
19	SB Adult Protection Committee Biennial Report	yearly	Director of Nursing & Midwifery																	
20	Child Protection Annual Report	yearly	Director of Nursing, Midwifery & Acute Services																	
21	Child Poverty Annual Report (as per Child Poverty (Scotland) Act 2017 - Board required to publish annual report by June each year	yearly	Dr Tim Patterson (Dr Allyson McCollam)																	
22	Strategic Risk Register	yearly	Risk & Safety Manager																	
		yearly	Director of Strategic Change &																	
23	MOP Mid Year Report 2021/22	yearly	Performance Director of Strategic Change &																	
24			Performance																	<del></del>
		yearly	Director of Finance																	<del>                                     </del>
26	NHS Borders Endowment Annual Accounts NHS Borders Private Patients Funds Annual	yearly	Director of Finance Director of Finance																	<del></del>
27	Accounts	yearly																		
28		CoCG	Director of Finance																	
		yearly	Board Secretary				ļ						<b></b>							<b></b>
30	Board Meeting Dates & Business Cycle Annual Review Letter and Action Plan	yearly yearly	Board Secretary Head of Performance & Planning									Dependent on timing of Annual Review			R&PC Bus Plan	update on actions/respon se to SG				
32	PAMs	yearly	Director of Finance				İ													
33	Alcohol and Drug Partnership Annual Report	yearly FOR NOTING goes to IJB	Director of Public Health													2020/21				
34		3 yearly - FOR APPROVAL	Director of Strategic Change & Performance														Draft 2022- 2025 due 2022		2022-2025 due 2022	
35	Community Empowerment Bill	vearly	Director of Public Health													undate				
36	DPH Annual report	2 vearly	Director of Public Health				-									<b> </b>			<del> </del>	<del></del>
38	Equalities Mainstreaming Action Plan Update Medical Education Report	yearly to CGC first	Director of Public Health Medical Director				l	<b>-</b>				<b>-</b>	<del>                                     </del>			<del> </del>	<del>                                     </del>			
39	Pharmaceutical Care Services Plan 2021	vearly to CGC first	Director of Pharmacy																	
40	Resource to the IJB 21/22 (Delegated Budget)	yearly	Director of Finance	draft				draft	sign off											
41	membership (NEDS)	yearly	Chairman						Every 3 Years due 2022											
42	Celebrating Success Report	yearly	Director of Strategic Change & Performance																	

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	Progress Report on the work of the CPP and	vearly	Director of Public Health																	
	the NHS contribution to Community Planning	,,				l						l			l					A .
		every 2 years	Director of Finance																	
			Gillian Woolman, Audit																	
	Annual Audit Report		Scotland																	
45																				<del></del>
	Financial Plan	yearly	Director of Finance												Quarter 1 Review & Forecast Year			Quarter 2 Review &		
															End			Forecast Year		
															EIIU			End		
46																		EIIU		
I		yearly	Director of Public Health									1								
	Annual Update																			
		6 monthly	Head of IM&T																	4
.0			Director of Nursing, Midwifery																	
50	Primary Care Improvement Plan (PCIP)	Yearly	Chief Officer																	
51	Health Improvement Annual Report	vearly	Director of Public Health																	
	Blueprint of Corporate Governance Update	yearly	Board Secretary						Approve							6 month				Prep for Self
			,						imrpovement							update				Assessment in
									plan and											January
									submit to Cab											
52									Sec											
	SAERs (rolled forward from 051219)		Medical Director																	
	Health & Care (Staffing) (Scotland) Act 2019 -	yearly	Director of Workforce													Awaiting				
	Annual Report on complaince for submission to Scottish Government															timeline from Scottish Govt				
		vearly	Board Secretary													Scorrish Govr				+
	External Review - Turnaround Engagement &		Director of Strategic Change &			l						l								t
	Action Plan	quarter,	Performance									1								1
57	Workforce Annual Plan & Projection	vearly	Director of Workforce																	1
58	Financial Plan Assumptions (2020-2022)	yearly	Director of Finance																	
	Fianncial Plan Savings Forecast (2020-2022)																			
		vearly	Director of Finance								·									
		yearly	Board Secretary																	
	COVID 19 Expenditure		Director of Finance																	
63	Financial Strategy	quarterly	Director of Finance																	