

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:	
<p>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.</p>	
Recommendations:	
<p>The Board is asked to approve the Board meeting dates schedule for 2021.</p> <p>The Board is asked to approve the Board Business Cycle for 2021.</p>	
Approval Pathways:	
<p>This report has been produced for the Board and been reviewed by the Chief Executive.</p>	
Executive Summary:	
<p>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.</p> <p>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?”:-</p> <p><i>“Board meetings should always have a manageable and prioritised agenda, an agreed duration and – perhaps – an estimated length of time for each agenda item.</i></p> <p><i>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.”</i></p>	

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 & Performance Committee	21		4		6				2		4	
Development Session		4 TBA		1		24		TBA		7		2

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

<p>held on the third Thursday in January in order to maximise attendance by Board members following the festive period break (21 January).</p> <ul style="list-style-type: none"> • 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	<p>Policy/strategy implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p> <p>The SBC Full Council meetings cycle has been taken into account when identifying dates.</p>
Patient Safety/Clinical Impact	<p>Patient Safety/Clinical Impact implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p>
Staffing/Workforce	<p>Staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p>
Finance/Resources	<p>Resource implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p>
Risk Implications	<p>Risk assessment will be addressed in the management of any actions/decisions resulting from the business presented to the Board.</p> <p>The risks of falling outwith the financial and performance reporting cycle have been recognised and minimised.</p>
Equality and Diversity	Compliant
Consultation	Board Executive Team
Glossary	<p>R&PC – Resources & Performance Committee SBC – Scottish Borders Council</p>

