Borders NHS Board



BORDERS NHS BOARD - BUSINESS CYCLE 2019

Aim

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.

Background

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 2019 for the Borders NHS Board, Strategy & Performance Committee and Board Development & Strategy Sessions.

Visibility of the NHS Board

In light of the ongoing 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 2019

Tabled below are the proposed meeting dates for 2019. 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 Meetings	17	7	7	4	2	27		1	5	3	7	5
Public Board	17		7	4		27			5	3		5
Strategy & Performance Committee		7			2			1			7	
Development & Strategy Session	17	7	7	4	2	27		1	5	3	7	5

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 (17 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 (27 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.

Recommendation

The Board is asked to **approve** the Board meeting dates schedule for 2019.

The Board is asked to **approve** the Board Business Cycle for 2019.

Policy/Strategy Implications	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.
Consultation	Board Executive Team
Consultation with Professional Committees	None
Risk Assessment	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.
Compliance with Board Policy requirements on Equality and Diversity	Compliant
Resource/Staffing Implications	Resource/staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Board.

Approved by

Name	Designation	Name	Designation
John Raine	Chair	Jane Davidson	Chief Executive

Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		

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BORDERS NHS BOARD BUSINESS PLAN 1 2019/20																								
Item	Recurrence	Owner	17 January BOARD	January		7 February DEV		7 March DEV	4 April BOARD		2 May S&PC	2 May DEV	27 June BOARD	27 June DEV	1 August BOARD	1 August DEV	5 September BOARD	5 September DEV	3 October S&PC	3 October DEV	7 November BOARD	7 November DEV	5 December S&PC	5 Decemb
4 Minutes	monthly	Board Secretary		DEV																				
5 Action Tracker	monthly	Board Secretary																						
6 Clinical Governance & Quality Update	public	Head of Clinical Governance																						
Healthcare Associated Infection Control & 7 Prevention Update	public	Infection Control Manager																						
8 Finance Report	public	Director of Finance																		1				+
NHS Borders Performance Report	S&PC	Director of Strategic Change &																						
9 10 Chair & Non Executives Report	public	Performance Board Secretary																						4
11 Board Executive Team Report	public	Board Secretary																	+					+
12 Statutory & Other Committee minutes	public	Board Secretary																						1
13 Consultant Appointments	public	Director of Workforce																						
14																								
15 Patient Story 16 Register of Interests	bi monthly yearly	Head of Clinical Governance Board Secretary												1										4
Festive Period Operational Update (Winter	yearly	Director of Nursing, Midwifery			Verbal Update				E !! D.:															+
17 period evaluation report)		& Acute Services/Chief Officer							Full Rpt															
Winter Plan Update/Report	monthly	Director of Nursing, Midwifery & Acute Services/Chief Officer									PRES				DRAFT 19/20		FINAL 19/20		PRES		PRES		PRES	
Annual Operational Plan 19/20	yearly	Director of Strategic Change &							Annrous				Feedback											
19	1	Performance		<u> </u>					Approve				from SG		-			-	-	+	-	-		+
20 Financial Plan (AP) 21 Code of Corporate Governance Refresh	2 yearly	Director of Finance Board Secretary	2010						Approve		-	-	update		-	-	-	 	+	+	 	 		+
22 NHSS CEO Annual Report	yearly	Board Secretary	2019						 	†				1					1	1				†
Annual OPAH Overview Report	yearly	Director of Nursing &	2023						İ	1	İ	İ	İ	1		İ			1	1				1
SB Adult Protection Committee Biennial	yearly	Midwifery Director of Nursing &	 	-			$\vdash \vdash \vdash$		 	-	 	 	 	1	-	 			+	+				+
24 Report		Midwifery																						
Child Protection Annual Report	yearly	Director of Nursing, Midwifery																			I			
26 Strategic Risk Register	yearly	& Acute Services Risk & Safety Manager	 	†					 	t	 	 	 	1										+
MOP Outturn (End of year Report 2018/19)	yearly	Director of Strategic Change &							l		l	l				l								1
MOP Mid Year Report 2019/20	yearly	Performance Director of Strategic Change &		-																				_
28	yearry	Performance																						
29 NHS Borders Annual Accounts	yearly	Director of Finance																		1				_
30 NHS Borders Endowment Annual Accounts NHS Borders Private Patients Funds Annual	yearly yearly	Director of Finance Director of Finance		-																				+
31 Accounts	yearry																							
Capital Plan	twice yearly	Director of Finance & Head of	2019						update															
33 Board Committee Memberships	yearly	Delivery Support Board Secretary																		1				+
34 Board Meeting Dates & Business Cycle	yearly	Board Secretary																						
Annual Review Letter and Action Plan	yearly	Head of Performance & Planning	Dependent on timing of Annual Review																					
PAMs (Biannual SG submission but Carol do	yearly	Director of Finance																						1
36 yearly locally) Alcohol and Drug Partnership Annual Report	yearly FOR	Director of Public Health												1			2018/19			+				+
37	NOTING goes to IJB																,							
Corporate Objectives	3 yearly - FOR APPROVAL	Director of Strategic Change & Performance																		draft	2019-2022			
39 Community Empowerment Bill		Director of Public Health																	update					
40 DPH Annual report 41 Equalities Mainstreaming Action Plan Update	2 yearly	Director of Public Health Director of Public Health								-				-						1	2018			+
42 Delayed Occupied Bed Days	6 monthly	Chief Officer																						
43 Medical Education Report 44 Pharmaceutical Care Services Plan 2019	yearly to CGC first yearly	Medical Director Director of Pharmacy												-					1	1	FINAL 2019			+
45 Efficiency Programme Update	every meeting	Director of Finance																						
Nursing & Midwifery Workforce Planning	yearly	Director of Nursing &		 						1				1		Describe to					Approve			1
46		Midwifery, Director of Workforce & Planning	1						1		l	l	l			Board ?		I						1
Resource to the IJB 19/20 (Delegated	yearly	Director of Finance		 			sign off			1				1					1	1				1
47 Budget) Board to formally sign off integration board	yearly	Chairman	-				Every 3							-	-			-			-	-		+
membership (NEDS) Celebrating Success Report	yearly	Director of Strategic Change &					Years due 2019							1										
49	,,	Performance		<u></u>						<u></u>		<u></u>												<u> </u>
Progress Report on the work of the CPP and	yearly	Director of Public Health																						
50 the NHS contribution to Community Planning 51 Counter Fraud Services	yearly	Director of Finance	 	 						 				+						1				+
Regional Collaborative Working	Development	Director of Strategic Change &																						
52	sessions	Performance																						
Annual Audit Report 53	yearly	Gillian Woolman, Audit Scotland																						1
Annual Report on Primary Care Independent Practitioners Complaints	yearly	Medical Director - Board mins 05.04.18 Action Tracker refer									2019													
Financial Outlook		Director of Finance																						1
55 Logie Legacy - Zambia Twinning Partnershin	vearly	Director of Public Health									presentation			-										+
Logie Legacy - Zambia Twinning Partnership 56 Annual Update DL (207) 7 - Safety & Protection of Staff and	, com,	Director of Workforce									presentation			-										
57 Volunteers Psychological Therapy Waiting Times - MH	waiting to hear	General Manager MH& LD												1										+
Performance Review said would produce a paper for the Board	when SB wil be ready to take																							
BGH Campus Development - discuss and	paper to Board	Director of Finance		-	nrogress					-				+	-				+	+	-	-		+
BGH Campus Development - discuss and update	<u> </u>			<u></u>	progress update				<u></u>	<u></u>		<u></u>												<u> </u>
60 Road to Digital 2019/20 61 Eildon Practice	6 monthly	Head of IM&T Medical Director			undato																			+
62 East Region Annual Report	yearly	Board Secretary			upuate																			
63 Dementia Commitment 10 Update	yearly	Chief Officer		<u> </u>			$\vdash \vdash \vdash$											<u> </u>			<u> </u>			
64 Prescribing Update	1	Director of Pharmacy		1									L	1		1					1	1		