

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 3 February 2020
Title:	Corporate Calendar of Board Committees and Integration Joint Boards (IJBs)
Responsible Director:	John Burns, Chief Executive
Report Author:	Shona McCulloch, Head of Corporate Governance

1. Purpose

This is presented to the Board for:

- Awareness

This paper relates to:

- Government policy/directive

This aligns to the NHSScotland quality ambitions of:

- Safe, Effective and Person Centred.

Good governance practice supports the effective delivery of services across the organisation.

2. Report summary

2.1 Situation

A Corporate Calendar is compiled annually to capture dates for a Board meetings and workshops, the Board annual development session, Governance Committees, Endowment Trustees and Endowment Committee and Integration Joint Board (IJBs) and subcommittees.

This provides assurance to the NHS Board that Board Committees have established dates for meetings through 2020-2021 and provides information on IJB meeting dates. In addition the report provides assurance of the process taken to deliver the 2020-2021 meeting schedules.

2.2 Background

Our local process has been to publish the Corporate Calendar annually as soon as Board Committee and IJB information is available, via the NHS Board.

In addition to this local process, in December 2019, The [NHS Boards - Model Standing Orders - DL\(2019\)24](#) were published. The Model states at section 9.2 that "The Board shall approve a calendar of meeting dates for its committees".

The Corporate Calendar will continue to be submitted to the Board annually to provide assurance to the NHS Board of our governance arrangements.

2.3 Assessment

In planning the corporate calendar for 2020-2021, discussions were held with the Risk Management team and Governance Committee Secretaries to enable delivery of a robust corporate meeting schedule that would align as much as is practicable with schedules for risk, financial and performance reporting.

Dates for each Board Committee were agreed by the Committee. Once agreed dates were issued to members.

Board Annual Development session - date will be agreed with the new Board Chair once the person has been appointed and in post.

Board workshops - dates for 2020-2021 have been set in agreement with the interim Board Chair and align with known requirements for topics and operational availability to deliver sessions. The dates are subject to change to meet business need.

Integrated Governance Committee - dates have arranged to align with the strategic governance needs of the Caring for Ayrshire programme.

We work in partnership with the Ayrshire IJBs to include their meeting dates and wherever possible seek to ensure that there are no clashes with Board Committees. The IJBs manage their planning process independently.

2.3.1 Quality/patient care

Ensuring an effective governance process and meeting schedule supports the delivery of patient care and services.

2.3.2 Workforce

There is no impact on workforce from this paper.

2.3.3 Financial

There is no financial impact from this paper.

2.3.4 Risk assessment/management

The risks from meeting clashes are considered in setting the Corporate Calendar and will be monitored throughout the year.

2.3.5 Equality and diversity, including health inequalities

An impact assessment has not been completed. Each Committee will assess any impact for its members in relation to inequalities or protected characteristics.

2.3.6 Other impacts

- Best value – a robust planning and scheduling process delivers best value in effective partnerships, governance and accountability, use of resource and performance management.
- Compliance with Corporate Objectives – Effective committees support delivery of Corporate objectives

2.3.7 Communication, involvement, engagement and consultation

There is no duty on the board to consult on the recommendations.

2.3.8 Route to the meeting

NHS Board – agreed Board meeting dates for 2020-2021 on 7 October 2019

Board Committees have agreed dates for their meetings and issued to Members.

2.4 Recommendation

For NHS Board awareness and assurance that Board and Governance Committees have established dates for meetings through 2020-2021 and that a robust planning process is in place.

3. List of appendices

The following appendices are included with this report for 2020-2021 meeting dates:

- Appendix 1 – Corporate Calendar
- Appendix 2 – Audit Committee
- Appendix 3 – Healthcare Governance Committee
- Appendix 4 – Performance Governance Committee
- Appendix 5 – Information Governance Committee
- Appendix 6 – Staff Governance Committee
- Appendix 7 – Integrated Governance Committee
- Appendix 8 – Endowment Trustees and Endowment Committee

Corporate Calendar 2020 - March 2021

BM	Board Meeting	AC	Audit Committee	IntG	Integrated Governance	APe	Audit & Performance - East	SPGe	Strategic Planning Group - East
BW	Board Workshop	HCG	Healthcare Governance	IJBe	Integration Joint Board- East	APn	Audit & Performance - North	SPGn	Strategic Planning Group - North
BAM	Board Annual Meeting	InfG	Information Governance	IJBn	Integration Joint Board - North	APs	Performance & Audit - South	SPGs	Strategic Planning Group - South
ET	Endowment Trustees	PG	Performance Governance	IJBs	Integration Joint Board - South	IJB/SPG meetings shown in red text are development days			
EC	Endowment Committee	SG	Staff Governance	PH	NHS A&A Public Holiday	R&R Risk & Resilience Scrutiny & Assurance Group			

2020																																												
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
JAN					1	2	3			6	7	8	9	10			13	14	15	16	17			20	21	22	23	24			27	28	29	30	31									
					PH	PH				HCG									IJBn	PG						APe			AC				SPGn	SPGs	IJBn	R&R								
FEB			3	4	5	6	7			10	11	12	13	14			17	18	19	20	21			24	25	26	27	28																
			BM							BW	SG	SPGe	IJBn						InfG		IJBs					BW	IJBn																	
MAR			2	3	4	5	6			9	10	11	12	13			16	17	18	19	20			23	24	25	26	27			30	31												
				PG			APn			HCG	EC									IJBs	IJBn					SPGn	IJBn	ET			BM	APe												
APR				1	2	3				6	7	8	9	10			13	14	15	16	17			20	21	22	23	24			27	28	29	30										
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MAY						1				4	5	6	7	8			11	12	13	14	15			18	19	20	21	22			25	26	27	28	29									
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JUN			1	2	3	4	5			8	9	10	11	12			15	16	17	18	19			22	23	24	25	26			29	30												
				SPGn	SPGe	EC				HCG	APe				AC					IJBn	IJBn	APs																						
JUL				1	2	3				6	7	8	9	10			13	14	15	16	17			20	21	22	23	24			27	28	29	30	31									
AUG			3	4	5	6	7			10	11	12	13	14			17	18	19	20	21			24	25	26	27	28			31													
			HCG	SPGn							SG	APe	SPGe																															
SEP			1	2	3	4				7	8	9	10	11			14	15	16	17	18			21	22	23	24	25			28	29	30											
OCT						1	2			5	6	7	8	9			12	13	14	15	16			19	20	21	22	23			26	27	28	29	30									
NOV			2	3	4	5	6			9	10	11	12	13			16	17	18	19	20			23	24	25	26	27			30													
			HCG	PG	SPGe																																							
DEC				1	2	3	4			7	8	9	10	11			14	15	16	17	18			21	22	23	24	25			28	29	30	31										

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2021

					1			4	5	6	7	8			11	12	13	14	15			18	19	20	21	22			25	26	27	28	29		
JAN					PH			PH							HCG	PG													IntG	SPGs		R&R			
FEB		1	2	3	4	5		8	9	10	11	12			15	16	17	18	19			22	23	24	25	26									
MAR		1	2	3	4	5		8	9	10	11	12			15	16	17	18	19			22	23	24	25	26			29	30	31				
		HCG	PG		EC	APs											AC	ET										BM	SPGs						



Audit Committee

Meeting Dates 2020-2021

Date	Time	Venue
Friday 24 January 2020	14.30	Room 1, Eglinton House, Ailsa Hospital
Wednesday 12 February 2020 CANCELLED	Meeting replaced by 18 March 2020	
Wednesday 18 March 2020	14.00	Room 1, Eglinton House, Ailsa Hospital
Wednesday 13 May	14.00	Room 1, Eglinton House, Ailsa Hospital
Friday 12 June 2020 Annual accounts meeting – limited business papers	10.00	Room 1, Eglinton House, Ailsa Hospital
Wednesday 23 September 2020	14.00	Room 1, Eglinton House, Ailsa Hospital
Wednesday 18 November 2020	14.00	Room 1, Eglinton House, Ailsa Hospital
Wednesday 17 March 2021	14.00	Room 1, Eglinton House, Ailsa Hospital



Healthcare Governance Committee

Meeting Dates 2020-2021

Date	Time	Venue
Monday 6 January 2020 (previously notified)	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 9 March 2020 (previously notified)	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 4 May 2020	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 8 June 2020	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 3 August 2020	9.30am	Room 1, Eglinton House, Ailsa Hospital, Ayr
Monday 14 September 2020	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 2 November 2020	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine
Monday 11 January 2021	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine (venue to be confirmed)
Monday 1 March 2021	9.30am	Training Room 2, Training Centre, Ayrshire Central Hospital, Irvine (venue to be confirmed)



Performance Governance Committee

Meeting Dates 2020-2021

Date	Time	Venue
Friday 17 January 2020	09.30	Room 1, Eglinton House, Ailsa Hospital
Thursday 7 May 2020	09.30	Room 3, Education Centre, University Hospital Ayr
Tuesday 1 September 2020	09.30	Room 1, Eglinton House, Ailsa Hospital
Tuesday 3 November 2020	09.30	Room 1, Eglinton House, Ailsa Hospital
Tuesday 12 January 2021	09.30	Room 1, Eglinton House, Ailsa Hospital
Tuesday 2 March 2021	09.30	Room 1, Eglinton House, Ailsa Hospital



Information Governance Committee

Meeting Dates 2020-2021

Date	Time	Venue
Monday 17 February 2020 (previously advised)	10am	Room 1, Eglinton House, Ailsa Hospital, Ayr
Monday 11 May 2020	10am	Room 1, Eglinton House, Ailsa Hospital, Ayr
Monday 31 August 2020	10am	Board Room, University Hospital Ayr
Monday 9 November 2020	10am	Room 1, Eglinton House, Ailsa Hospital, Ayr
Monday 8 February 2021	10am	Board Room, University Hospital Ayr



Staff Governance Committee

Meeting Dates 2020-2021

Date	Date	Venue
Tuesday 11 February 2020	2pm	Meeting Room 1, Eglinton House Ailsa Hospital
Tuesday 12 May 2020	2pm	Meeting Room 1, Eglinton House Ailsa Hospital
Monday 10 August 2020	2pm	Meeting Room 1, Eglinton House Ailsa Hospital
Wednesday 4 November 2020	2pm	Meeting Room 1, Eglinton House Ailsa Hospital
Monday 15 February 2021	2pm	Meeting Room 1, Eglinton House Ailsa Hospital



Integrated Governance Committee

Meeting Dates 2020-2021

Date	Time	Venue
Wednesday 29 January 2020	11.30am – 1pm	Meeting Room 2, Eglinton House Ailsa Hospital
Tuesday 28 April 2020	1.30 – 3.30pm	Meeting Room 1, Eglinton House Ailsa Hospital
Thursday 12 November 2020	2pm – 4pm	Meeting Room 1, Eglinton House Ailsa Hospital
Monday 25 January 2021	11am – 1pm	Meeting Room 1, Eglinton House Ailsa Hospital



Endowment Trustees and Endowment Committee

Meeting Dates 2020-2021

Endowment Trustees

Date	Date	Venue
Thursday 26 March 2020 (previously notified)	14:00	Room 1, Eglinton House, Ailsa Hospital
Monday 22 June 2020 (Approval of annual accounts)	09:15	Rooms 2A/C, Education Centre, University Hospital Crosshouse
Thursday 26 November 2020	14:00	Room 1, Eglinton House, Ailsa Hospital
Thursday 18 March 2021	14:00	Board Room, University Hospital Ayr

Endowment Committee

Date	Date	Venue
Tuesday 25 February 2020 (previously notified)	09:30	Room 1, Eglinton House, Ailsa Hospital
Thursday 4 June 2020	09:30	Room 2, Eglinton House, Ailsa Hospital
Thursday 3 September 2020	09:30	Room 2, Eglinton House, Ailsa Hospital
Thursday 10 December 2020	09:30	Room 2, Eglinton House, Ailsa Hospital
Thursday 4 March 2021	09:30	Room 2, Eglinton House, Ailsa Hospital