

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 25 May 2020
Title:	Corporate governance arrangements
Responsible Director:	John Burns, Chief Executive
Report Author:	Shona McCulloch, Head of Corporate Governance

1. Purpose

This is presented to the Board for:

- Decision

This paper relates to:

- Government policy/directive

This aligns to the following NHSScotland quality ambition(s):

- Safe, Effective, Person Centred

2. Report summary

2.1 Situation

At the Board meeting on 30 March 2020 the NHS Board agreed interim corporate governance arrangements to enable the Corporate Management Team to plan, prepare and respond to Covid-19 under emergency planning conditions. It was agreed that the Board Chair and Chief Executive would keep these temporary arrangements under review.

This paper sets out an approach to resume the Board's normal governance arrangements and return to the normal cycle of governance committees and seeks Board Members' approval.

2.2 Background

The temporary arrangements, agreed by Board, paused governance and standing committees of the Board with an expected timescale of three months to end June 2020. This with the exception of Audit Committee to ensure that our final accounts can be approved in the required timescale and the Endowment Trustees annual accounts meeting.

The arrangements approved by the NHS Board set out changes that might be required to Board and Standing Committee business to enable decisions to be taken if needed, outwith the temporary arrangements agreed. During this period Integrated

Governance Committee meetings were held on 21 April and 15 May 2020 to ensure that Chairs of Governance Committees were aware of national guidance and adjustments being made to facilitate the response to Covid-19.

It is important that as a public body we continue to ensure we are working within the required legal framework, however the significant challenges that we face in responding to Covid-19 will continue to require us to consider how we function as an NHS Board as we move towards recovery.

2.3 Assessment

The Board Chair and Chief Executive have reviewed our temporary corporate governance arrangements to ensure a minimum period of pause. Recognising that we are still working under emergency planning conditions and looking at next steps of mobilisation and recovery, it is felt that we should bring forward, through the normal timetable, Governance Committees to deal with papers necessary to good governance, assurance, and legal and statutory requirements.

Where Governance Committees are not due to meet within the next six weeks then it will be for the Chair of the Governance Committee to discuss and agree with the Lead Director if there are agenda items that require consideration and whether a meeting should be arranged. Additional meetings may be scheduled as we look to re-establish our committees in line with the normal timetable.

As we work towards a return to our normal timetable, Governance Committee and Board business may still be reduced; it will be acceptable for committees to receive verbal updates and only those papers necessary to ensure good governance, assurance and meeting any legal and statutory requirement. Committee workplans will be considered and adjusted as appropriate to ensure Members receive assurance about how we are conducting business and making decisions during emergency planning conditions and moving towards recovery.

As we continue to follow Government guidance related to social distancing our meetings will continue to be held via videoconference, supporting our members to participate without coming together in one place.

As noted previously, in publishing our Board papers, a note has been added to our public website, advising our citizens that to comply with UK and Scottish Government guidance on “stay at home” and going forward, on social distancing our meetings will not currently be held in public.

In resuming our Governance and Standing Committee timetable all requirements of the agreed Board Standing Orders will be followed.

Assurance is given that any verbal items and discussions will be correctly and accurately recorded in the minute, as a recorded reference of the issue reported to committees.

Look forward timetable:

Committee	Timetable – next meeting	Comment
Healthcare Governance	3 August 2020	Additional meeting being planned for wc 29 June 2020
Information Governance	31 August	Committee Chair and Lead Director to consider additional meeting

Staff Governance	10 August	Committee Chair and Lead Director to consider additional meeting
Performance Governance	1 September	Committee Chair and Lead Director to consider additional meeting
Audit Committee	12 June (annual accounts)	Committee Chair and Lead Director to consider additional meeting for audit business
Integrated Governance	12 November 2020	Committee Chair and Head of Corporate Governance to consider additional meeting
Endowment Trustees	22 June - Accounts 26 November	Board Chair and Lead Director to discuss business requirements
Endowment Committee	3 September	Committee Chair and Lead Director to discuss business requirements

2.3.1 Quality/patient care

The proposal will enable a phased approach towards the planned timetable of reporting on quality and patient care ensuring that this is done to appropriate timescales, whilst considering the continued demands of Covid-19 challenges on clinical and management teams.

2.3.2 Workforce

This proposal enables our workforce to have a continued focus on their response to Covid-19 as appropriate whilst taking a phased approach to bring forward the normal Governance/Standing Committee meeting timetable.

2.3.3 Financial

Bringing forward the normal committee timetable and additional meetings if required will ensure timely financial scrutiny and governance.

2.3.4 Risk assessment/management

The proposed arrangements will ensure that risks to the organisation from pausing our corporate governance arrangements are minimised and ensure matters which require governance committee or Board scrutiny will be managed appropriately and timeously.

2.3.5 Equality and diversity, including health inequalities

An impact assessment has not been completed because a re-start of our corporate governance arrangements will not negatively impact on any protected characteristics. Arrangements will be put in place for Board members to continue to participate remotely in meetings going forward.

2.3.6 Other impacts

There are no other impacts.

2.3.7 Communication, involvement, engagement and consultation

There is no requirement for engagement with external stakeholders. Consideration is being given to Board meetings and how the public requirement for these can be managed in the future whilst meeting Covid-19 guidelines for physical distancing.

2.3.8 Route to the meeting

Under the current emergency planning conditions, the Chair and Chief Executive discussed an approach to return to the normal cycle of Board governance and standing committees. This was discussed and supported at Integrated Governance Committee on 15 May 2020. The proposal was shared with the Cabinet Secretary for Health and Sport.

2.4 Recommendation

For decision. Board Members are asked to agree the approach to resume the Boards corporate governance arrangements and the normal cycle of Governance and Standing Committees in line with the Board Standing Orders.