

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 5 October 2020
Title:	NHS Ayrshire & Arran Board meetings 2021-2022
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 NHSScotland quality ambitions of:

- Effective

2. Report summary

2.1 Situation

This paper is presented for Members to approve the NHS Ayrshire & Arran meeting dates for 2021 and the first quarter of 2022. In addition Members are asked to note that in accordance with the Board Standing Orders the Annual Accounts meeting is held in Private.

2.2 Background

NHS Ayrshire & Arran Board meeting dates are published annually a year ahead. This aids planning and arrangements for governance committee meetings. The schedule presented is in line with previous years, with seven meetings per year, nominally at eight week intervals.

The Board Standing Orders section 4.1 details that the NHS Board approves the Board meeting schedule "... The Board shall meet at least seven times in the year and will annually approve a forward schedule of meeting dates.

2.3 Assessment

- Meetings are arranged to avoid national meetings and busy periods of leave such as school holidays wherever possible.

- The meeting on 22 June 2021 is for the purpose of considering and approving the Board Annual Accounts. In line with the Board Standing Orders the annual accounts meeting will be held in private.
- Any urgent business required for the June meeting date will be discussed with the Board Chair and only considered on an exception basis. Any business discussions would be held in Public.
- A board meeting calendar with deadlines for submission of papers and publication dates will be issued to Corporate Management Team and dates will be disseminated to the three Ayrshire Health and Social Care Partnerships to aid planning for Integration Joint Board meetings.
- Future meeting venues will take into account any requirement for continued physical distancing in response to Covid19 and new ways of working to consider a blended approach of face to face and remote attendance. Venues will be advised in due course.
- Planning for Governance Committee meetings is underway. This will take cognisance of the Ayrshire Integration Joint Board arrangements and reporting requirements to deliver a robust governance schedule in line with risk management and performance reporting timescales as much as is possible. This will also take account of Members' committee responsibilities to deliver a balanced meeting workload wherever possible. These arrangements will inform the Corporate Calendar.
- The draft Corporate Calendar detailing Governance Committee meeting dates will be submitted to a future Board meeting for approval.

Dates proposed for 2021 - 2022: all public meetings 9.15am – 12.30pm

Monday 1 February 2021 – already agreed
Monday 29 March 2021 – already agreed
Monday 24 May 2021
Tuesday 22 June 2021 – Private meeting for Annual Accounts (11.00 - 12.30)
Monday 16 August 2021
Monday 4 October 2021
Monday 29 November 2021
Monday 31 January 2022
Monday 28 March 2022

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 Board meeting dates to avoid national meetings where possible. Agreeing a meeting schedule ensures compliance with the agreed NHS Board Standing Orders.

2.3.5 Equality and diversity, including health inequalities

An impact assessment has not been completed. This will be considered when assessing the possibility of blended meetings in future and suitable venues for both Members and public attendance.

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

Dates have been discussed and supported by the Chief Executive and Board Chair.

2.4 Recommendation

For decision. For Board Members to approve the NHS Ayrshire & Arran Board meeting schedule from April 2021 to end March 2022.