

# NHS Ayrshire & Arran



|                              |   |
|------------------------------|---|
| <b>Meeting:</b>              | <b>Ayrshire and Arran NHS Board</b>   |
| <b>Meeting date:</b>         | <b>Monday 31 January 2022</b>   |
| <b>Title:</b>                | <b>Corporate Calendar of Board Committees and Integration Joint Boards (IJBs)</b> |
| <b>Responsible Director:</b> | <b>Claire Burden, Chief Executive</b>   |
| <b>Report Author:</b>        | <b>Shona McCulloch, Head of Corporate Governance</b>                              |

## 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.

## 2. Report summary

### 2.1 Situation

The NHS A&A Corporate Calendar is compiled annually and provides dates for Board and Board Committee meetings including Integration Joint Board (IJBs) and IJB subcommittees. The paper provides assurance that Board Committees have established dates for meetings through 2022-2023. In addition the report provides assurance of the process taken to deliver the 2022-2023 meeting schedules.

### 2.2 Background

The Corporate Calendar is submitted to the NHS Board annually to provide assurance of our governance arrangements in accordance with the NHS Board Standing Orders which requires that “The Board shall approve a calendar of meeting dates for its committees”.

### 2.3 Assessment

In planning the corporate calendar for 2022-2023, discussions were held with the Risk Management team and Governance Committee Secretaries to deliver a robust corporate meeting schedule that aligns as much as is practicable with schedules for risk, financial and performance reporting. The majority of Board Committees have agreed their dates.

The date for the Board Annual Development session remains to be agreed with the Board Chair. The Board workshop schedule has not yet been agreed for 2022 and will be developed in discussion with the Board Chair and Chief Executive. Topics to be included to date are: revenue and delivery planning, Public Health priorities, awareness of national HR policies which require Non-Exec involvement, risk management and risk appetite.

We work in partnership with the Ayrshire IJBs to include their meeting dates and where 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**

Board Committees agree dates for their meetings.

### **2.4 Recommendation**

For awareness and assurance that NHS Board and Governance Committees have dates planned for meetings through 2022-2023 and a robust planning process.

## **3. List of appendices**

The following appendices are included with this report for 2022-2023 meeting dates:

- Appendix 1 – Corporate Calendar
- Appendix 2 – Governance Committee meeting dates
- Appendix 3 – Endowment Trustees and Endowment Committee

# Corporate Calendar 2022 - March 2023

|             |                       |             |                          |             |                                 |   |                                  |
|-------------|-----------------------|-------------|--------------------------|-------------|---------------------------------|---|----------------------------------|
| <b>BM</b>   | Board Meeting         | <b>ARC</b>  | Audit and Risk Committee | <b>APe</b>  | Audit & Performance - East      | <b>SPGe</b>   | Strategic Planning Group - East  |
| <b>BW</b>   | Board Workshop        | <b>HCG</b>  | Healthcare Governance    | <b>APn</b>  | Audit & Performance - North     | <b>SPGn</b>   | Strategic Planning Group - North |
| <b>ET</b>   | Endowment Trustees    | <b>InfG</b> | Information Governance   | <b>APs</b>  | Performance & Audit - South     | <b>SPGs</b>   | Strategic Planning Group - South |
| <b>EC</b>   | Endowment Committee   | <b>PG</b>   | Performance Governance   | <b>IJB</b>  | Integration Joint Board- East   | IJB/SPG meetings shown in red text are development days/workshops |                                  |
| <b>IntG</b> | Integrated Governance | <b>SG</b>   | Staff Governance         | <b>IJBn</b> | Integration Joint Board - North | <b>IJBs</b>   | Integration Joint Board - South  |
|             |                       |             |                          | <b>PH</b>   | NHS A&A Public Holiday          |   |                                  |

| 2022       |   |   |     |                     |   |      |    |     |   |    |      |             |             |      |    |   |    |     |             |      |      |   |    |    |    |      |      |    |   |     |    |    |     |      |     |      |      |
|------------|---|---|-----|---------------------|---|------|----|-----|---|----|------|-------------|-------------|------|----|---|----|-----|-------------|------|------|---|----|----|----|------|------|----|---|-----|----|----|-----|------|-----|------|------|
|            | 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   |    |    |     |      |     |      |      |
| <b>JAN</b> |   |   | 3   | 4                   | 5 | 6    | 7  |     |   | 10 | 11   | 12          | 13          | 14   |    |   | 17 | 18  | 19          | 20   | 21   |   |    | 24 | 25 | 26   | 27   | 28 |   |     | 31 |    |     |      |     |      |      |
|            |   |   | PH  | PH                  |   |      |    |     |   |    | HCG  |             |             |      |    |   |    |     |             | ARC  | PG   |   |    |    |    | APe  |      |    |   |     |    | BM |     |      |     |      |      |
| <b>FEB</b> |   |   |     | 1                   | 2 | 3    | 4  |     |   | 7  | 8    | 9           | 10          | 11   |    |   | 14 | 15  | 16          | 17   | 18   |   |    | 21 | 22 | 23   | 24   | 25 |   |     | 28 |    |     |      |     |      |      |
|            |   |   |     | IJBn<br>pre<br>SPGn |   |      |    |     |   |    | InfG |             | IJBe        | IJBn |    |   |    | SG  |             | IJBs |      |   |    |    |    | SPGe | SPGs |    |   |     |    |    | HCG |      |     |      |      |
| <b>MAR</b> |   |   |     | 1                   | 2 | 3    | 4  |     |   | 7  | 8    | 9           | 10          | 11   |    |   | 14 | 15  | 16          | 17   | 18   |   |    | 21 | 22 | 23   | 24   | 25 |   |     | 28 | 29 | 30  | 31   |     |      |      |
|            |   |   |     |                     |   | IJBe | PG | APs |   |    |      | APe         | IJBn<br>pre |      | EC |   |    |     |             | IJBs | ARC  |   |    |    |    |      | IJBe | ET |   |     |    |    | BM  | SPGn |     |      |      |
| <b>APR</b> |   |   |     |                     |   | 1    | 2  |     |   | 4  | 5    | 6           | 7           | 8    |    |   | 11 | 12  | 13          | 14   | 15   |   |    | 18 | 19 | 20   | 21   | 22 |   |     | 25 | 26 | 27  | 28   | 29  |      |      |
|            |   |   |     |                     |   |      |    |     |   |    |      |             |             |      |    |   |    |     |             |      |      |   | PH |    | PH |      |      |    |   |     |    |    |     |      | HCG | SPGe |      |
| <b>MAY</b> |   |   | 2   | 3                   | 4 | 5    | 6  |     |   | 9  | 10   | 11          | 12          | 13   |    |   | 16 | 17  | 18          | 19   | 20   |   |    | 23 | 24 | 25   | 26   | 27 |   |     | 30 | 31 |     |      |     |      |      |
|            |   |   | PH  | SG                  |   |      |    | APs |   |    |      | InfG        |             | ARC  |    |   |    |     |             |      |      |   |    |    |    |      |      |    |   |     |    |    |     |      |     | APe  |      |
| <b>JUN</b> |   |   |     |                     | 1 | 2    | 3  |     |   | 6  | 7    | 8           | 9           | 10   |    |   | 13 | 14  | 15          | 16   | 17   |   |    | 20 | 21 | 22   | 23   | 24 |   |     | 27 | 28 | 29  | 30   |     |      |      |
|            |   |   |     |                     |   |      | PG |     |   |    | HCG  | IJBn<br>pre | EC          | SPGe |    |   |    |     |             | IJBs | IJBn |   |    |    |    |      | SPGs |    |   | APn |    |    |     |      | ET  | BM   |      |
| <b>JUL</b> |   |   |     |                     |   |      | 1  |     |   | 4  | 5    | 6           | 7           | 8    |    |   | 11 | 12  | 13          | 14   | 15   |   |    | 18 | 19 | 20   | 21   | 22 |   |     | 25 | 26 | 27  | 28   | 29  |      |      |
|            |   |   |     |                     |   |      |    |     |   |    |      |             |             |      |    |   |    |     |             |      |      |   |    |    |    | SPGn |      |    |   |     |    |    |     |      |     |      |      |
| <b>AUG</b> |   |   | 1   | 2                   | 3 | 4    | 5  |     |   | 8  | 9    | 10          | 11          | 12   |    |   | 15 | 16  | 17          | 18   | 19   |   |    | 22 | 23 | 24   | 25   | 26 |   |     | 29 | 30 | 31  |      |     |      |      |
|            |   |   | HCG |                     |   |      |    | APs |   |    |      | SG          |             | SPGe |    |   |    |     |             |      |      |   |    |    |    |      |      |    |   |     |    |    |     |      |     |      | InfG |
| <b>SEP</b> |   |   |     |                     | 1 | 2    |    |     |   | 5  | 6    | 7           | 8           | 9    |    |   | 12 | 13  | 14          | 15   | 16   |   |    | 19 | 20 | 21   | 22   | 23 |   |     | 26 | 27 | 28  | 29   | 30  |      |      |
|            |   |   |     |                     |   |      | PG | APn |   |    |      |             |             | EC   |    |   |    | HCG | IJBn<br>pre | IJBs |      |   |    |    |    |      |      |    |   |     |    |    |     |      |     |      |      |
| <b>OCT</b> |   |   | 3   | 4                   | 5 | 6    | 7  |     |   | 10 | 11   | 12          | 13          | 14   |    |   | 17 | 18  | 19          | 20   | 21   |   |    | 24 | 25 | 26   | 27   | 28 |   |     | 31 |    |     |      |     |      |      |
|            |   |   | BM  | APe                 |   |      |    |     |   |    |      | IJBn<br>pre | IJBs        |      |    |   |    |     |             | IJBe | IJBn |   |    |    |    |      |      |    |   |     |    |    |     |      |     |      |      |
|            |   |   | 1   | 2                   | 3 | 4    |    |     |   | 7  | 8    | 9           | 10          | 11   |    |   | 14 | 15  | 16          | 17   | 18   |   |    | 21 | 22 | 23   | 24   | 25 |   |     | 28 | 29 | 30  |      |     |      |      |

# Corporate Calendar 2022 - March 2023

|             |                       |             |                          |             |                                 |   |                                  |
|-------------|-----------------------|-------------|--------------------------|-------------|---------------------------------|---|----------------------------------|
| <b>BM</b>   | Board Meeting         | <b>ARC</b>  | Audit and Risk Committee | <b>APe</b>  | Audit & Performance - East      | <b>SPGe</b>   | Strategic Planning Group - East  |
| <b>BW</b>   | Board Workshop        | <b>HCG</b>  | Healthcare Governance    | <b>APn</b>  | Audit & Performance - North     | <b>SPGn</b>   | Strategic Planning Group - North |
| <b>ET</b>   | Endowment Trustees    | <b>InfG</b> | Information Governance   | <b>IJBe</b> | Integration Joint Board- East   | <b>SPGs</b>   | Strategic Planning Group - South |
| <b>EC</b>   | Endowment Committee   | <b>PG</b>   | Performance Governance   | <b>IJBn</b> | Integration Joint Board - North | IJB/SPG meetings shown in red text are development days/workshops |                                  |
| <b>IntG</b> | Integrated Governance | <b>SG</b>   | Staff Governance         | <b>IJBs</b> | Integration Joint Board - South | <b>PH</b>   | NHS A&A Public Holiday           |

  

|            |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2023       |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>NOV</b> |  |  |  | SG | SPGe | PG |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>DEC</b> |  |  |  |    |      | 1  | 2 |  |  |  | 5 | 6 | 7 | 8 | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>JAN</b> |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>FEB</b> |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>MAR</b> |  |  |  |    |      |    |   |  |  |  |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## Appendix 2 – Governance Committee meeting dates 2022-2023

**Venues** – Governance Committee meetings are taking place via MSTeams and arrangements for future meetings will be considered as appropriate.

### Audit and Risk Committee

| Date   | Time   |
|--|--------|
| Wednesday 11 May 2022                        | 9.30am |
| Wednesday 15 June 2022 (Annual accounts mtg) | 9.30am |
| Wednesday 23 November 2022                   | 9.30am |
| Wednesday 18 January 2023                    | 9.30am |
| Wednesday 15 March 2023                      | 9.30am |

### Healthcare Governance Committee

| Date                     | Time   |
|--------------------------|--------|
| Monday 25 April 2022     | 9.30am |
| Monday 6 June 2022       | 9.30am |
| Monday 1 August 2022     | 9.30am |
| Monday 12 September 2022 | 9.30am |
| Monday 7 November 2022   | 9.30am |
| Monday 9 January 2023    | 9.30am |
| Monday 27 February 2023  | 9.30am |

### Performance Governance Committee

| Date                      | Time   |
|---------------------------|--------|
| Thursday 2 June 2022      | 9.30am |
| Thursday 1 September 2022 | 9.30am |
| Thursday 3 November 2022  | 9.30am |
| Thursday 19 January 2023  | 9.30am |
| Thursday 2 March 2023     | 9.30am |

### Information Governance Committee

| Date                    | Time |
|-------------------------|------|
| Monday 9 May 2022       | 10am |
| Monday 29 August 2022   | 10am |
| Monday 14 November 2022 | 10am |
| Monday 6 February 2023  | 10am |

### Staff Governance Committee

| Date                    | Time |
|-------------------------|------|
| Tuesday 3 May 2022      | 2pm  |
| Monday 8 August 2022    | 2pm  |
| Tuesday 1 November 2022 | 2pm  |
| Monday 13 February 2023 | 2pm  |

### Integrated Governance Committee

| Date                   | Time |
|------------------------|------|
| Monday 9 May 2022      | 2pm  |
| Monday 1 August 2022   | 2pm  |
| Monday 7 November 2022 | 2pm  |
| Monday 6 February 2023 | 2pm  |

## Appendix 3 – Endowment Trustees and Endowment Committee

### Endowment Trustees

| Date  | Date   |
|---|--------|
| Tuesday 28 June 2022<br>(Approval of annual accounts) | 9.30am |
| Thursday 15 December 2022                             | 9.30am |
| Thursday 23 March 2023                                | 9.30am |

### Endowment Committee

| Date                      | Date   |
|---------------------------|--------|
| Tuesday 7 June 2022       | 9.30am |
| Thursday 8 September 2022 | 9.30am |
| Thursday 1 December 2022  | 9.30am |
| Thursday 9 March 2023     | 9.30am |