

# NHS Ayrshire & Arran



<b>Meeting:</b>	<b>Ayrshire and Arran NHS Board</b>
<b>Meeting date:</b>	<b>Monday 3 October 2022</b>
<b>Title:</b>	<b>NHS Ayrshire &amp; Arran Board meetings 2023-2024</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:

- 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 Board meeting dates for 2023 to 31 March 2024.

### 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 Tuesday 27 June 2023 is for the purpose of considering and approving the Board Annual Accounts. In line with the Board Standing Orders the annual accounts meeting is held in private.

- Any urgent business required for the June meeting date will be discussed with the Board Chair and 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 including Ayrshire Health and Social Care Partnerships to aid planning for Integration Joint Board (IJB) meetings.
- Future meetings will continue with the current blended approach affording the opportunity for a blend of in person and remote attendance via MSTeams. This approach will be reviewed throughout the year.
- Planning for Governance Committee meetings is underway. This will take cognisance of the Ayrshire IJB arrangements and reporting requirements to deliver a robust governance schedule in line with risk management and performance reporting timescales as much as 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 2023 - 2024: 9.30am – 12.45pm

Monday 30 January 2023 – already agreed

Tuesday 28 March 2023 – change to previously published date

Tuesday 23 May 2023

Tuesday 27 June 2023 – Private meeting for Annual Accounts (11.15 -12.45)

Monday 14 August 2023

Monday 9 October 2023

Monday 4 December 2023

Monday 5 February 2024

Monday 25 March 2024

### **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 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 if 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 March 2023 to end March 2024.