

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 3 February 2025
Title:	Corporate Calendar of Board Committees
Responsible Director:	Claire Burden, 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:

- Safe, Effective and Person Centred.

2. Report summary

2.1 Situation

The NHS Ayrshire & Arran (NHSAA) Corporate Calendar provides dates for the Board and Board Standing Committee meetings and includes Integration Joint Board (IJB) and IJB subcommittee dates; Corporate Management Team meetings are included for reference. The Board are asked to endorse the Corporate Calendar, noting that meeting dates are approved by individual committees.

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 2025-2026, discussions were held with colleagues to deliver a robust corporate meeting schedule that aligns as much as is practicable with schedules for risk, financial and performance reporting. Two Board Committees have to agree their dates formally and these are noted. Each committee will also plan an in-person meeting during the year and dates will be agreed with the Committee Chairs and advised to members.

For 2025/26 there was a change to the schedule of meetings for Performance Governance Committee to ensure that there was a governance flow of performance and financial reporting to the NHS Board with appropriate scrutiny.

The Board workshop schedule for 2025 is in progress and will be developed in discussion with the Board Chair and Chief Executive.

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 are 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

The NHS Board and individual Board Committees agree dates for their meetings.

2.4 Recommendation

For approval. To endorse the Board calendar of meeting dates, noting that these have been approved by individual committees through a robust planning process.

3. List of appendices

The following appendices are included with this report for 2025-2026 meeting dates:

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

Corporate Calendar 2025 - April 2026

BM	Board Meeting	ARC	Audit & Risk Committee	IntG	Integrated Governance	APe	Audit & Performance - East	SPGe	Strategic Planning Group - East
BW	Board Workshop	HCG	Healthcare Governance			APn	Audit & Performance - North	SPGn	Strategic Planning Group - North
BD	Board development	InfG	Information Governance	IJBe	Integration Joint Board- East	APs	Performance & Audit - South	SPGs	Strategic Planning Group - South
ET	Endowment Trustees	PG	Performance Governance	IJBn	Integration Joint Board - North				
EC	Endowment Committee	SG	Staff Governance	IJBs	Integration Joint Board - South	PH	NHS A&A Public Holiday	CMT	Corporate Management Team

2026																																							
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
JAN					PH	PH						PG-I				HCG	CMT																						
FEB		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
			APs						BM	CMT	IJBs						IntG							InfG	CMT	IJBs													
MAR		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
			HCG	EC		PG-I					CMT	IJBs																											
APR				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
						PH			PH	BM																													

- NHS Committee Secretaries:**
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Appendix 2 – Governance Committee meeting dates 2025 to 2026

Governance Committee meetings will be conducted via Microsoft Teams with an aim to have one in person, face to face (F2F) meeting per year, as indicated.

Audit and Risk Committee

Date	Time
Thursday 20 March 2025	9.30am
Thursday 15 May 2025	9.30am
Wednesday 18 June 2025 Annual Accounts meeting – other papers limited	2.30pm
Thursday 18 September 2025	9.30am
Thursday 20 November 2025	2.30pm
Thursday 22 January 2026	2.30pm F2F
Thursday 19 March 2026	9.30am

Healthcare Governance Committee

Date	Time
Monday 3 March 2025	9.30am
Monday 28 April 2025	9.30am
Monday 9 June 2025	9.30am
Tuesday 29 July 2025	9.30am F2F
Monday 8 September 2025	9.30am
Monday 3 November 2025	9.30am
Monday 12 January 2026	9.30am
Monday 2 March 2026	9.30am
Monday 20 April 2026	9.30am

Performance Governance Committee (F2F to be agreed)

Date	Time
Thursday 6 March 2025	9.30am
Thursday 22 May 2025	9.30am
Thursday 24 July 2025	9.30am
Thursday 4 September 2025 (FMR discussion only)	9.30am
Friday 26 September 2025	9.30am
Thursday 6 November 2025 (FMR discussion only)	9.30am
Thursday 27 November 2025	9.30am
Thursday 8 January 2026 (FMR discussion only)	9.30am
Thursday 29 January 2026	9.30am
Thursday 5 March 2026 (FMR discussion only)	9.30am
Thursday 26 March 2026	9.30am

Information Governance Committee

Date	Time
Monday 24 February 2025	9.30am
Monday 12 May 2025	9.30am F2F
Monday 1 September 2025	9.30am
Monday 17 November 2025	9.30am
Monday 23 February 2026	9.30am

Staff Governance Committee – awaiting committee approval (F2F to be agreed)

Date	Time
Tuesday 11 February 2025	9.30am
Wednesday 7 May 2025	9.30am
Tuesday 19 August 2025	1.30pm
Tuesday 4 November 2025	9.30am
Tuesday 17 February 2026	1.30pm

Integrated Governance Committee – awaiting committee approval (F2F to be agreed)

Date	Time
Monday 10 February 2025	9.30am
Tuesday 20 May 2025	10.00am
Thursday 28 August 2025	9.30am
Tuesday 18 November 2025	10.00am
Tuesday 17 February 2025	10.00am

Appendix 3 – Endowment Trustees and Endowment Committee

Endowment Trustees

Date	Date
Thursday 27 March 2025	9.30am
Tuesday 24 June (Approval of Endowment Trustee annual accounts)	9.15 am (F2F)
Tuesday 16 December 2025	9.30am
Tuesday 24 March	9.30am

Endowment Committee

Date	Date
Thursday 13 March 2025	9.30am
Tuesday 3 June	9:30am
Tuesday 2 September	9:30am
Tuesday 2 December	9:30am
Tuesday 3 March	9:30am