

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 30 January 2023
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:

- 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 Ayrshire & Arran (NHSAA) Corporate Calendar is compiled annually and provides dates for Board and Board Committee meetings and includes Integration Joint Board (IJBs) and IJB subcommittee dates. The paper provides assurance that Board Committees have established dates for meetings through 2023-2024. In addition the report provides assurance of the process taken to deliver the 2023-2024 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 2023-2024, 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. All Board Committees have agreed their dates.

The Board workshop schedule for 2023 is in progress and will be developed in discussion with the Board Chair and Chief Executive. Topics planned to date are: Revenue and delivery planning, Community wealth building, national HR policies and Non-Exec involvement, Equality and diversity.

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

The NHS Board and individual 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 2023-2024 and a robust planning process.

3. List of appendices

The following appendices are included with this report for 2023-2024 meeting dates:

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

Corporate Calendar 2023- March 2024

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
		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	IJB/SPG meetings shown in red text are development days/workshops			
EC	Endowment Committee	SG	Staff Governance	IJBs	Integration Joint Board - South	PH	NHS A&A Public Holiday		

2024																																						
JAN			1	2	3	4	5			8	9	10	11	12			15	16	17	18	19			22	23	24	25	26			29	30	31					
			PH	PH													HCG			PG							ARC											
FEB						1	2			5	6	7	8	9			12	13	14	15	16			19	20	21	22	23			26	27	28	29				
										BM							IntG		IJBs							APs							InfG	IJBs				
MAR							1			4	5	6	7	8			11	12	13	14	15			18	19	20	21	22			25	26	27	28	29			
										HCG			PG						IJBs	EC							ARC						BM	SPGs		ET		

Integration Joint Board - North Ayrshire	Meetings 1000 - 1300 hours
Integration Joint Board - South Ayrshire	Meetings 1400 hours
Integration Joint Board - East Ayrshire	Meetings 1400 hours

Appendix 2 – Governance Committee meeting dates 2023– March 2024

Governance Committee meetings will be conducted via Microsoft Teams unless otherwise advised.

Audit and Risk Committee

Date	Time
Wednesday 18 January 2023	Cancelled
Wednesday 15 March 2023	9.30am
Wednesday 10 May 2023	9.30am
Wednesday 21 June 2023 Annual Accounts meeting – other papers to be limited	9.30am
Wednesday 27 September 2023	9.30am
Wednesday 24 January 2024	9.30am
Wednesday 20 March 2024	9.30am

Healthcare Governance Committee

Date	Time
Monday 9 January 2023	9.30am
Monday 27 February 2023	9.30am
Monday 24 April 2023	9.30am
Monday 5 June 2023	9.30am
Monday 31 July 2023	9.30am
Monday 11 September 2023	9.30am
Monday 6 November 2023	9.30am
Monday 15 January 2024	9.30am
Monday 4 March 2024	9.30am

Performance Governance Committee

Date	Time
Thursday 19 January 2023	9.30am
Thursday 2 March 2023	9.30am
Thursday 1 June 2023	9.30am
Thursday 7 September 2023	9.30am
Thursday 2 November 2023	9.30am
Thursday 18 January 2024	9.30am
Thursday 7 March 2024	9.30am

Information Governance Committee

Date	Time
Monday 6 February 2023	9.30am
Tuesday 2 May 2023	9.30am
Monday 28 August 2023	9.30am
Monday 13 November 2023	9.30am
Monday 26 February 2024	9.30am

Staff Governance Committee

Date	Time
Monday 13 February 2023	2pm
Tuesday 9 May 2023	9.30am
Thursday 3 August 2023	2pm

Tuesday 7 November 2023	9.30am
Monday 12 February 2024	2pm

Integrated Governance Committee

Date	Time
Monday 6 February 2023	2pm
Thursday 4 May 2023	9.30am
Monday 31 July 2023	2pm
Thursday 9 November 2023	9.30am
Monday 12 February 2024	9.30am

Appendix 3 – Endowment Trustees and Endowment Committee

Endowment Trustees

Date	Date
Thursday 23 March 2023	9.30am
Tuesday 27 June 2023	9.30am
Tuesday 19 December 2023	9.30am

Endowment Committee

Date	Date
Thursday 9 March 2023	9.30am
Thursday 8 June 2023	9.30am
Thursday 14 September 2023	9.30am
Thursday 7 December 2023	9.30am