

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 9 October 2023
Title:	NHS Ayrshire & Arran Board meetings 2024-2025
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:

- Effective

2. Report summary

2.1 Situation

This paper is presented for Members to approve the NHS Ayrshire & Arran Board meeting dates from April 2024 to 31 March 2025.

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.

2.3 Assessment

- Meetings are arranged to avoid national meetings and busy periods of leave such as school holidays where possible.
- The meeting on Tuesday 25 June 2024 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

this 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 hybrid 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.

Dates proposed for 2024 - 2025: 9.30am – 1pm

Monday 5 February 2024	Already agreed
Tuesday 26 March 2024	Change from Monday 25 March 2024 due to clash with national meeting
Tuesday 21 May 2024	
Tuesday 25 June 2024 11.00 – 12.30	Private meeting for Annual Accounts
Monday 12 August 2024	
Monday 7 October 2024	
Monday 2 December 2024	
Monday 3 February 2025	
Tuesday 25 March 2025	

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. To ask Board Members to approve the NHS Ayrshire & Arran Board meeting schedule from March 2024 to end March 2025.