

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 5 February 2024
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:

- Approval

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 Standing 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 2024-2025. In addition the report provides assurance of the process taken to deliver the 2024-2025 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 2024-2025, 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. All Board Committees have agreed their dates.

The Board workshop schedule for 2024 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, UNCRC (United Nations Convention on the Rights of the Child) and Corporate Parenting, NHS Ayrshire & Arran Culture, 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

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 2023-2024 meeting dates:

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

Corporate Calendar 2024 - March 2025

Appendix 1

BM	Board Meeting	ARC	Audit & Risk	IntG	Integrated Governance	APe	Audit & Performance - East	SPGe	Strategic Planning Group - East
BW	Board Workshop/briefing	HCG	Healthcare Governance	RC	Remuneration Committee	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	IJB	A development session for IJB members

2024																																						
	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	M	T	W	T	F	S	S	
JAN			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					
			PH	PH							BW		BD				HCG			PG						ARC	BW					SPGn						
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				
						RC				BM		IJBe	IJBn				IntG		SPGe						APs						InfG		IJBe	BW				
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	
							APn			HCG	APe		PG						IJBs	EC					BW	ARC					SPGn	BM		ET	PH			
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		IJBs															BW				HCG		SPGe					InfG							
MAY					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			
						IntG				PH		IJBe	PG				SG		IJBs	ARC					BM							APs						
JUN	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								
			HCG		SPGe	EC						IJBs	IJBn							ARC	APn				ET	IJBe	RC											
JUL			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					
AUG						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		
											APs	SPGe					BM																					
SEP		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							
			InfG		IJBs	EC				HCG		IJBs	PG					SPGn		IJBn				PH														
OCT				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				
				APs						BM		IJBs	IJBn														IJBe	SPGe										
NOV						1				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		
										HCG		PG	IntG					InfG		IJBs	IJBn				ARC	SPGn					APn			APe				
DEC			2	3	4	5	6			9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
			BM	APs		EC						IJBs	IJBn					SPGs		ET						PH	PH											

Corporate Calendar 2024 - March 2025

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2025																																					
JAN					1	2	3	4	5	6	7	8	9	10			13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					PH	PH											HCG			PG							ARC										
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									
			BM								IntG	SG	IJBs						APs						InfG		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			PG						IJBs	EC						SPGs			ARC				BM		ET									

Appendix 2 – Governance Committee meeting dates 2024 to March 2025

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
Wednesday 24 January 2024	9.30am
Wednesday 20 March 2024	9.30am
Thursday 16 May 2024	9.30am
Thursday 20 June 2024 Annual Accounts meeting – other papers to be limited	1.00pm
Friday 27 September 2024	2.30pm
Monday 18 November 2024	9.30am
Thursday 23 January 2025	9.30am (F2F)
Thursday 20 March 2025	9.30am

Healthcare Governance Committee

Date	Time
Monday 15 January 2024	9.30am
Monday 4 March 2024	9.30am
Monday 22 April 2024	9.30am
Monday 3 June 2024	9.30am
Monday 29 July 2024	9.30am (F2F)
Monday 9 September 2024	9.30am
Monday 4 November 2024	9.30am
Monday 13 January 2025	9.30am
Monday 3 March 2025	9.30am

Performance Governance Committee

Date	Time
Thursday 18 January 2024	9.30am
Thursday 7 March 2024	9.30am
Thursday 9 May 2024	9.30am
Thursday 12 September 2024	9.30am
Wednesday 6 November 2024	9.30am (F2F)
Thursday 16 January 2025	9.30am
Thursday 6 March 2025	9.30am

Information Governance Committee (F2F to be agreed)

Date	Time
Monday 26 February 2024	9.30am
Monday 29 April 2024	9.30am
Monday 2 September 2024	9.30am
Monday 11 November 2024	9.30am
Monday 24 February 2025	9.30am

Staff Governance Committee

Date	Time
Monday 12 February 2024	2pm
Monday 13 May 2024	9.30am (F2F)
Thursday 1 August 2024	2pm
Thursday 14 November 2024	2pm
Tuesday 11 February 2025	9.30am

Integrated Governance Committee

Date	Time
Monday 12 February 2024	9.30am
Thursday 2 May 2024	9.30am
Thursday 25 July 2024	9.30am (F2F)
Thursday 7 November 2024	9.30am
Monday 10 February 2025	9.30am

Appendix 3 – Endowment Trustees and Endowment Committee

Endowment Trustees

Date	Date
Thursday 28 March 2024	9.30am
Tuesday 25 June 2024	9.15am (F2F)
Thursday 19 December 2024	9.30am
Thursday 27 March 2025	9.30am

Endowment Committee

Date	Date
Thursday 14 March 2024	9.30am
Thursday 6 June 2024	9.30am (F2F)
Thursday 12 September 2024	9.30am
Thursday 5 December 2024	9.30am
Thursday 13 March 2025	9.30am