

NHS Shetland

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| Meeting: | Shetland NHS Board |
| Meeting date: | 10 December 2024 |
| Agenda reference: | Board Paper 2024/25/57 |
| Title: | Board and Committee Meeting Schedule 2025/26 |
| Responsible Executive/Non-Executive: | Gary Robinson |
| Report Author: | Carolyn Hand, Corporate Services Manager |

1. Purpose

This is presented to the Board for:

Decision

This report relates to:

- Compliance with corporate governance requirements.

This aligns to the following NHSScotland quality ambition(s):

- Safe
- Effective
- Person-centred

2. Report summary

2.1. Situation

The Board is asked to agree the draft Board and standing committee meeting dates for 2025/26 and commit to the dates set out which are in line with corporate governance requirements.

2.2. Background

Committee dates need to be set in advance with members confirming insofar as is possible at this stage. There should be minimal/no disruption of the schedule as this not only has a knock on impact on the business planning cycle but also duplicates staff efforts.

2.3. Assessment

Committee dates have been agreed with executive leads or follow a similar pattern to 2024/25.

There is one less Board meeting planned than in previous years but with Board Development and Seminar time planned it should prove straight forward to call an additional Board meeting if required.

2.3.1. Quality / patient care

Board and Board standing committees play a critical role in oversight and assurance.

2.3.2. Workforce

Board and Board standing committees play a critical role in oversight and assurance.

2.3.3. Financial

Board and Board standing committees play a critical role in oversight and assurance.

2.3.4. Risk assessment/management

Committees need the correct number of Non-Executive Directors in attendance to function smoothly, ensuring meetings can be quorate and go ahead according to the Business Programme agreed by the Board.

2.3.5. Equality and Diversity, including health inequalities

No issues identified.

3. List of appendices

Draft Board and Committee Meeting Schedule 2025/26.

| 2025 | 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 | | | | | | | | | | | | |
|-------------|---|----------|---|---------|---|---|---|----------|----------|----|----|----|----|----|----------|----------|----|---------|----|----|----|----------|-----------|---------|----------|----|----|----|----|-----------|----|----------|----|----|----|----------|--|--|--|--|--|--|
| April | | 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 B | 30 | | | | | | | | | | | |
| May | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 E | 16 | 17 | 18 | 19 | 20 FPC | 21 | 22 | 23 | 24 | 25 | 26 | 27 BD | 28 | 29 SG | 30 | 31 | | | | | | | | |
| June | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 CG | 11 | 12 R | 13 | 14 | 15 | 16 | 17 | 18 | 19 AR | 20 | 21 | 22 | 23 | 24 | 25 | 26 B | 27 | 28 | 29 | 30 E | | | | | | |
| July | | 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 | | | | | | | | | | |
| August | | | | | 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 BD | 27 | 28 | 29 | 30 | 31 | | | | | | | |
| September | 1 | 2 CG | 3 | 4 SG | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 B | 24 | 25 | 26 | 27 | 28 | 29 | 30 AR | | | | | | | | | | | | |
| October | | | 1 | 2 E | 3 | 4 | 5 | 6 | 7 FPC | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 *BD | 29 | 30 | 31 | | | | | | | | | |
| November | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 *BD | 19 | 20 SG | 21 | 22 | 23 | 24 | 25 AR | 26 | 27 | 28 | 29 | 30 | | | | | | | |
| December | 1 | 2 FPC | 3 | 4 | 5 | 6 | 7 | 8 | 9 CG | 10 | 11 | 12 | 13 | 14 | 15 | 16 B | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | |
| January 26 | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 BD | 21 | 22 R | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | |
| February 26 | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 B | 11 | 12 | 13 | 14 | 15 | 16 | 17 SG | 18 | 19 E | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | |
| March 26 | | | | | | 1 | 2 | 3 FPC | 4 | 5 | 6 | 7 | 8 | 9 | 10 BD | 11 | 12 | 13 | 14 | 15 | 16 | 17 CG | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 AR | | | | | | |

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| B | Board 09.30 | BD | Board Development Session 09.30 (*provisional date) | CG | Clinical Governance 09.30 | SG | Staff Governance 14.00 | FPC | Finance and Performance 14:00 |
| A | Audit & Risk 10.00 | IJB | IJB 10.00/15.00 | E | Endowments 14:00 | R | Remuneration 10.00 |  School holidays | |