

NHS Shetland

Meeting: Shetland NHS Board

Meeting date: 13 December 2022

Agenda reference: Board Paper 22/23/51

Title: Board Business Programme

Responsible Executive/Non-Executive: Gary Robinson

Report Author: Carolyn Hand, Corporate Services

Manager

1. Purpose

This is presented to the Board/Committee 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 Business Programme for 2023/24 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 programme 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 2022/23.

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 Business Programme 2023/24

2023	M	Т	W	Т	F	S	S	M	Т	W	Т	F	S	S	M	Т	W	Т	F	S	S	M	Т	w	Т	F	S	S	M	Т	W	Т	F	S	S	M	Т
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 B	26	27	28	29	30		
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18 IJ B	19	20	21	22	23 A* E	24	25 S G FP C	26	27	28	29	30 B D	31						
June				1 IJ B	2	3	4	5	6 C G	7	8	9	10	11	12	13	14	15 A	16	17	18	19	20	21	22 B	23	24	25	26	27 E	28	29 R	30				
July						1 4	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 S G	25	26	27	28	29 B	30	31					
September					1	2	3	4	5 C G	6	7	8	9	10	11	12	13	14 IJ B	15	16	17	18	19 B D	20	21 IJ B	22	23	24	25	26 A	27	28 FP C	29	30			
October							1	2	3 B	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24 E	25	26	27	28	29	30	31
November			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 S G	17	18	19	20	21 B D	22	23	24	25	26	27	28 A	29	30 FP C					
December					1	2	3	4	5 C G	6	7 IJ B	8	9	10	11	12 B	13	14	15	16	17	18	19	20	21 IJ B	22	23	24	25	26	27	28	29	30	31		
January 24	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23 B D	24	25 R	26	27	28	29	30	31 ← ►						
February 24				1	2	3	4	5	6	7	8	9	10	11	12	13 B	14	15	16	17	18	19	20 E	21	22 FP C	23 ← ►	24	25	26 ←	27 S G	28	29 IJ B					
March 24					1	2	3	4	5 C G	6	7 IJ B	8	9	10	11	12	13	14	15	16	17	18	19 B D	20	21	22	23	24	25	26 A	27	28	29 ← ►	30	31		

E	Board 09.30	BD	Board Development Session 09.30	CG	Clinical Governance 09.30	SG	Staff Governance 10.00/14.00	FPC	Finance and Performance 14.00
A ³	Audit 10.00 A* Joint A & Chairs	IJB	IJB 10.00/15.00	E	Endowments 13.30	R	Remuneration 10.00	\	School holidays