# NHS Golden Jubilee

### **Meeting: NHS Golden Jubilee Board**

### **Meeting date: 14 December 2023**

### **Title: Corporate Governance Meetings 2024/25**

### **Responsible Executive/Non-Executive: Gordon James, Chief Executive**

### **Report Author: Nicki Hamer, Head of Corporate Governance and Board Secretary**

## 1 Purpose

### This is presented to NHS Golden Jubilee Board for:

### Awareness

### Decision

### This report relates to a:

* Government policy/directive
* Local Policy

### This aligns to the following NHS Scotland quality ambition(s):

* Safe
* Effective
* Person Centred

**This aligns to all of the NHSGJ Corporate Objectives**

## 2 Report summary

## 2.1 Situation

NHS Golden Jubilee (NHS GJ) Corporate calendar is compiled annually and provides dates for NHS GJ Board and Governance Committee meetings. This paper provides the assurance that Board and Governance Committees have established dates for meetings throughout 2024/25.

## 2.2 Background

The Corporate calendar is submitted to NHS GJ Board annually to provide assurance on our governance arrangements in accordance with the Board Standing Orders.

## 2.3 Assessment

In planning the Corporate calendar for 2024/25, the Head of Corporate Governance and Board Secretary worked with the Committee Administrator to deliver a robust corporate meeting schedule that aligned, as much as is practicable, with schedules for risk, financial and performance reporting.

All Governance Committees have agreed their dates for the next financial year.

Board Members only receive individual Committee invitations and do not receive a combined timetable of meeting dates. As part of the streamlining of governance processes agreed in March 2023, the combined list is presented to the Board for approval and will then be shared electronically with Governance Committee members for information, if appropriate.

The Work Plans for NHS GJ Board and Governance Committees, along with the updated Terms of Reference, will be presented to the Board and Governance Committees during March 2024.

### 2.3.1 Quality/ Patient Care

Ensuring an effective governance process and meeting schedule supports the delivery of patient care. Ensuring that members of Board Committees have the right skills and experience to scrutinise and challenge will ensure that decisions, which may impact on quality of patient care, are made in line with good governance practice.

### 2.3.2 Workforce

There are no workforce implications.

### 2.3.3 Financial

There is no financial impact.

### 2.3.4 Risk Assessment/Management

The risks from meeting clashes are considered in setting the Corporate Calendar and will be continually monitored throughout the year 2024/25.

### 2.3.5 Equality and Diversity, including health inequalities

An impact assessment has not been completed. Each Governance Committee will assess any impact for its members in relation to inequalities or protected characteristics.

### 2.3.6 Other impacts

**Climate Emergency and Sustainability**

No impacts were identified in relation to climate emergency and sustainability when preparing this paper.

A robust planning and scheduling process delivers best value in effective governance and accountability, use of resource and performance management. Also, effective Governance Committees support delivery of the Corporate Objectives.

### Communication, involvement, engagement and consultation

This paper has been prepared as an update on corporate governance activity to give assurance on the existing and planned good governance arrangements, therefore, no external consultation is required.

### Route to the Meeting

This paper has been presented to the following meetings:

Executive Leadership Team 26 September 2023

Staff Governance Group 4 October 2023

Endowment Sub Committee 12 October 2023

Partnership Forum 13 October 2023

Board of Trustees 26 October 2023

Strategic Portfolio Governance Committee 7 November 2023

Finance and Performance Committee 14 November 2023

Clinical Governance Committee 14 November 2023

Staff Governance and Person Centred Committee 15 November 2023

Audit and Risk Committee 16 November 2023

## 2.4 Recommendation

**Awareness** – NHS GJ Board is asked to note the dates planned for meetings during the financial year 2024/25 and that a robust planning process has taken place.

**Decision** – NHS GJ Board is asked to approve the Corporate Calendar for the Governance Committees and NHS GJ Board meetings for 2024/25.

## List of appendices

The following appendices are included with this report:

* Appendix No 1, Corporate Calendar