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| Board Meeting: | 9 May 2019 | GJF RGB WITHOUT STRAPLINE |
| Subject: | Board dates and process |
| Recommendation: | Board members are asked to:  |  |  | | --- | --- | | Discuss and Note |  | | Discuss and Approve | X | | Note for Information only |  | | |

## 1 Background

In line with the ongoing review of corporate governance at Golden Jubilee Foundation, which aligns to the Blueprint for Governance developed by Scottish Government, we have commenced work to realign our performance reporting cycle.

To ensure our performance is reported, discussed and scrutinised in a timely manner, the future meeting cycle of our existing Board sub-committee structure will be changing. In addition, the form, function and focus of our current Performance and Planning Committee will also change.

1. **Integrated Performance Report (IPR)**

By August/September 2019, our new integrated performance report will be available on a monthly basis. This will contain a balanced set of key performance indicators from our current corporate scorecard.

This report will include clinical governance, finance and performance and staff governance data and performance narrative, enabling Board members to receive timely information on current performance across all governance domains. The full range of corporate indicators will be reported every two months.

Issues and challenges will be escalated, if required, to the Senior Management Team and Board subcommittees within a more responsive timeframe. A timeline for this has now been created.

The integrated performance report will be considered in detail within the relevant governance sub-committee and information for discussion with the Board will be provided within an executive summary report. This will enable full discussion within subcommittees and escalation where required to Board meetings.

1. **Creation of the Finance Performance and Planning Committee and Commissioning Committee**

We are currently working on defining the future remit, standard agenda and terms of reference for the Finance, Performance and Planning Committee. This Committee will be chaired by a nominated Non Executive Director and will be comprised mainly of Executive level representatives supported by key Senior Managers.

To help with our work for the National Elective Centres’ Programme, we are proposing to create a Commission Committee. Although a full remit is still being considered, this Committee will ensure robust systems and processes are in place for monitoring and assuring the performance and quality of any directly commissioned services.

1. **Board and Committee Meetings**

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| Integrated Performance Report Cycle |
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In order to allow Committees of the Board to consider the IPR in a timely way, we have created two month cycle plan (as above). This will mean:

* Our Board will meet monthly either as a workshop or a formal meeting.
* The Person Centred, Clinical Governance, Finance, Performance and Planning, and the Commissioning Committee will meet every two months.
* Our Senior Management Team meeting will continue to meet monthly.
* All other Board sub-committees remain either quarterly (e.g. Audit) or twice a year (e.g. Remuneration).

To ensure the Governance flow of information reaches the Board and Committees in a timely and correct way, date changes are now proposed for all relevant meetings. The last Board meeting on our current reporting format will be 1 August 2019, with new meetings starting from September in line with new IPR cycle. These dates are attached in an appendix to this paper.

We have currently scheduled our Partnership Forum to meet monthly but this will need to be discussed and agreed with our Employee Director and staff side colleagues.

**4 Recommendation**

Board members are asked to approve the proposed cycle of the IPR, which will result in Committee and Board meeting date changes, and the creation of the Finance Performance and Planning and Commissioning Committee.

**Jann Gardner**

**Chief Executive**

**1 May 2019**

**Carole Anderson, Head of Strategy and Performance**

**Sandie Scott, Head of Communications and Corporate Affairs**