

Board meeting: 23 March 2018

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NHS Health Scotland schedule of board business 2018-19

Recommendation/action required:

The Board is asked to:

- Note the Board Schedule of business for 2018/19 up until February 2019 Board Meeting
- Note the proposed arrangements for the self-assessment of Health Scotland's 2017/18 performance at the November 2018 Board meeting
- Agree the proposal to remain flexible in relation to the schedule of business under the March 2019 Board meeting as this is a transition period
- Agree to keep the Board Schedule of business under review

Author:
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Executive and Governance Lead

Sponsoring Director:
Gerry McLaughlin

Chief Executive

2 March 2018

NHS Health Scotland schedule of board business 2018-19

Purpose

1. The purpose of this paper is to lay out the 2018/19 Board Schedule of Business and highlight areas that may be affected by the transition to the new public health organisation and the national shared services agenda.

Background

2. We have been working on the assumption that from 1 April 2019 the new public health organisation will be formed. Therefore by 31 March 2019 it is our ambition that the Health Scotland Board will have completed a successful and proportionate governance transition to the new Public Health organisation, whilst actively contributing to the national shared services agenda in respect of ensuring:
 - the health inequalities and health improvement legacy i.e. A Fairer Healthier Scotland, priorities are embraced by the new Public Health Organisation and public health is included and aligned as part of the national shared services collaborative plan
 - that Health Scotland staff are well informed and engaged
 - that Health Scotland finances and assets are in order and the baseline budget protected
3. In order to contribute to achieving the above outcome, the Board should continue to govern the 2018/19 work of the organisation as per the schedule of business.
4. The Board are asked to note the agreement with the Scottish Government sponsor division that in this period of transition, Health Scotland will not be required to hold an annual review in 2018. It is proposed that the 23 November 2018 Board meeting will be used to review the Health Scotland 2017/18 self-Assessment against the 2017 Ministerial letter. The Minister and the Director General have been invited to attend.
5. The Board are asked to note the schedule of business for the March 2018 Board meeting, when the majority of the Board's time would normally be taken up on approving planning for 2019/20. If the timeline of 1 April 2019 for the new public health organisation is met, these agenda items won't be required and as part of good governance transition, these items will be taken through some other part of the system, as yet to be confirmed.
6. If the timeline of 1 April 2019 for the new public health organisation won't be met, the life and duties of the Health Scotland Board are not so clear as per

the issues raised in the Governance Transition paper also coming to Board on 23 March.

7. It is proposed that the sequencing of the Standing Committees ToRs, Board standing Orders and Board Schedule of business may not need to come to March 2019 Board.
8. It is suggested that the Board may need to be flexible about the schedule of business particularly in relation to 2019/20 planning and this is an area that the Board should re-visit either as part of an update on the Board Governance transition plan and/or during a Board Seminar

Finance and Resource Implications

9. The financial and staff resourcing of the Boards schedule of business is covered as part of the 2018/19 Draft Delivery Plan and will be scrutinised through Audit Committee and Staff Governance Committee and by the Board as part of the quarterly reporting process.

Staff Partnership

10. There are no particular Staff Partnership issues associated with this paper.

Communication and engagement

11. It will be important to maintain close engagement with the Scottish Government Public Health Reform Team and sponsor division to achieve clarity on the duties and requirements of the Health Scotland Board during transition.

Corporate Risk

12. The Board is invited to consider if there any risks associated with this paper that are not already covered in the corporate risk register or highlighted in the issues captured in the Board Governance transition plan.

Issues Associated with Transition

13. It should be noted that whilst governance is about reaching certainty and assurance, the next period ahead is exceptional and at this point in time we may need to remain flexible about some aspects of the future requirements of the Health Scotland Board whilst we seek further clarity. The areas of the Board schedule of business that are most affected by transition are proposed in paragraphs 4-7 of this paper. Comments on any other aspects not highlighted are requested.

Promoting Fairness

14. There are no explicit promoting fairness aspects associated with this paper

Sustainability and Environmental Management

15. There are no particular sustainability and environmental issues associated with this paper.

16. We continue to apply an approach to Board and Committee business that uses electronic devices as opposed to paper copies to contribute to environmental targets

Action/Recommendations

17. The Board is asked to:

- Note the Board Schedule of business for 2018/19 up until February 2019 Board Meeting
- Note the proposed arrangements for the self-assessment of Health Scotland's 2017/18 performance at the November 2018 Board meeting
- Agree the proposal to remain flexible in relation to the schedule of business under the March 2019 Board meeting, as this is a transition period
- Agree to keep the Board Schedule of business under review

Della Thomas

Executive and Governance Lead

14 March 2018

NHS Health Scotland

Schedule of board business 2018-19

Draft

18 May 2018	20 June 2018	28 September 2018	23 November 2018	15 February 2019	22 March 2019
Part III meeting	Annual Accounts 2016/17 (Part II)			Part III meeting	
Appointment of Vice Chair					
Matters arising	Matters arising	Matters arising	Matters arising	Matters arising	Matters arising
Health and Social Care Delivery Plan Implementation	Health and Social Care Delivery Plan Implementation	Health and Social Care Delivery Plan Implementation	Health and Social Care Delivery Plan Implementation	Health and Social Care Delivery Plan Implementation	Health and Social Care Delivery Plan Implementation
Q4 Performance Report	End of Year Performance Impact Report	Q1 Performance Report	Health Scotland Self-Assessment of Performance (2017/18)	Q3 Performance Report	Planning <i>To note flexibility required</i> <i>'Changing to Deliver' National Board Plan 2019- 23</i>

18 May 2018	20 June 2018	28 September 2018	23 November 2018	15 February 2019	22 March 2019
					Draft Health Scotland Delivery Plan 2019/20 Operational Plan 2019/20 Corporate Risk Register 2019/20 Workforce Plan 2019/20 Planning Asset Management 2019/20 Stakeholder Engagement Plan 2019/20 Equality Outcomes 2019/20 Financial plan 2019/20
	Annual Risk Report		Q2 Performance Report		Schedule of Board Business

2018/19 Board Seminar Dates

2018/19	Flexible Seminar Content
13 April 2018	<ul style="list-style-type: none">• Board and Committee governance of transition• New public health body
5 October 2018	<ul style="list-style-type: none">• Flexible
7 December 2018	<ul style="list-style-type: none">• Flexible
1 February 2019	<ul style="list-style-type: none">• Flexible