

PUBLIC BOARD MEETING

30 March 2017

Paper Title:	Changes to the Format and Timing of Board Meetings
Section:	Public
Agenda item:	16
Lead Director:	Michael Smith, Chair
Paper Author:	Paul Hogg, Trust Secretary
Presented For:	Approval

1. Purpose of this Report:

The purpose of this paper is to consider and approve a new format and timing for Board meetings following the conclusion of the Board’s Task and Finish Group discussions.

2. Summary of Key Points

Proposed changes in the format and timing will:

- allow for a public Board meeting in the afternoon (which is sometimes easier for service users and carers to attend);
- provide an opportunity to meet stakeholders and staff beforehand when the Trust is hosting a membership talk or other event; and
- ensure Board discussions in the private meeting are not truncated due to the pressure of other meetings.

Board development sessions are to move to become quarterly on the same day as Council of Governors meetings to help manage Board member diaries.

3. Assurance

This paper provides assurance in relation to the following CQC Themes:

Well led:	The leadership, management and governance of the organisation make sure it is providing high-quality care that is based around individual needs, encourages learning and innovation, and promotes an open and fair culture.
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4. Publication Under Freedom of Information Act

This paper has been made available under the Freedom of Information Act.

5. Recommendations:

That the Board:

- approve the new format and timings for Board meetings in 2017/18.

Changes to the format and timing of Board meetings

1. Background

At its annual development away day in July 2016, the Board developed a list of strategic priorities (known as the 'triple reds') that would warrant regular Board consideration around emerging new models of care (such as Sustainability and Transformation Plans (STPs), Accountable Care Systems and Provider Alliances). Between September and December 2016, the Board reviewed its position against the Well-led Framework, which resulted in four priority actions and the establishment of two Task and Finish Groups to ensure the Board made best use of its time and resources in 2017/18 and beyond. The two Groups, each consisting of a mixture of Executives and Non-Executive Directors, met on 14 February and considered the following areas:

- Task Group One – to develop increasingly effective and efficient working arrangements and assurance between the Board, Committees, EMT and the Council of Governors; and
- Task Group Two – to determine how leadership priorities (the 'triple reds') identified by the Board could facilitate timely and informed analysis/dialogue of the key issues and opportunities facing the Trust.

2. Report detail

Both Groups discussed how the format and timings of Board meetings could be changed to ensure a more effective use of resources. The follow timings are put forward for approval by the Board:

Proposed Timings	Benefits
Private Board 10.00am – 12.00noon	<ul style="list-style-type: none"> • Allows time for 'on the day' issues to be dealt with prior to Board • Up to 2 hours for the private Board meeting is more realistic • Items such as CRR/BAF deeper dives, health and care economy issues can be included within in the private Board meeting agenda rather than as Board Development. • Any 'spare' time to be used for 1-2-1s with NEDs/EDs/Chair (Committee agenda setting, NED recruitment updates etc.)
Public Board 1:30pm – 3:30pm	<ul style="list-style-type: none"> • Set 'a rule' that Public Boards last no longer than two hours • Board lunchtime membership talks and 'meet the staff' to be accommodated within a 12 noon – 1.30pm slot • After formal closure of each Board meeting introduce a 'What went well'/'What needs improving' (5 minute wrap up in private, recorded but not minuted). • Once the wrap up is completed, Chair to summarise key issues with any Governors present and encourage any observations/clarifications on public agenda items (c15 mins)
Board development (Quarterly – afternoons of Council of Governor meeting dates)	<ul style="list-style-type: none"> • More in depth quarterly Board Development sessions rather than at Board meetings (linked to NED meetings and Council of Governors' meetings)
Other timing issues	<ul style="list-style-type: none"> • Monthly Board frequency as now. No Board in August but hold the date as a contingency. • Only hold a private Board meeting in December as the meeting always falls earlier in the month; Integrated Performance Report to be circulated separately as in August.

Some Board meetings in 2017/18 will also be arranged at Trust sites other than New Mill to allow more frontline staff to observe the meetings and talk to individual Board members over the lunch time period. We will be looking to arrange Board meetings at Lynfield Mount, the Craven Centre and some other community settings where our staff are based. If approved, the Communications team will promote the new timings of Board meetings with staff, stakeholders and the public through the Trust's website, social media and advertising posters (at relevant Trust sites).

3. Recommendations

That the Board:

- approve the new format and timings for Board meetings in 2017/18.