

NHS Board  
30 August 2023

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## SUBJECT: GOVERNANCE UPDATE

### 1. PURPOSE

This paper is coming to the NHS Board

For approval	<input checked="" type="checkbox"/>	For Assurance	<input type="checkbox"/>	For Noting	<input type="checkbox"/>
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### 2. ROUTE TO THE NHS BOARD

This paper has been:

Prepared	<input type="checkbox"/>	Reviewed	<input checked="" type="checkbox"/>	Endorsed	<input type="checkbox"/>
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by the Board Secretary

### 3. SUMMARY OF KEY ISSUES

The Boards attention is drawn to three issues requiring approval /for noting

#### Changes in Committee Membership

Mr Couser has been asked to join the Audit & Risk Committee as there have been occasions in the past year when the Committee was in danger of being inquorate. The membership of the Committee will be reviewed again in the New Year. The Employee Director will continue to be a member of the Committee and will join the Committee once this has been confirmed by the Cabinet Secretary.

The Staff Governance Committee has been chaired by the Employee Director however this arrangement presented a clear conflict of interest. Only one other NHS Board in Scotland adopted this practice (as a Co-Chair arrangement). All other NHS Boards reported that their Staff Governance Committee is chaired by a publically appointed Non Executive Member.

The Board are asked to agree that a Non-Executive Board Member should chair the Staff Governance Committee from 1 September 2023.

The Employee Director will continue to be a member of the Committee once this appointment has been confirmed by the Cabinet Secretary.

## **Blueprint Self-Assessment**

At a recent National Board Secretaries Group meeting, Scottish Government colleagues reported that Boards will be advised of the process for completing Good Governance Blueprint self-assessment questionnaires in the coming weeks. Guidance will be issued along with a link to the questionnaire. Boards were advised that they will be given one week's notice to complete the questionnaire, which will remain open for two weeks. Reports will be issued to Boards within a week of the survey closing. Boards fed back that the timescales were challenging and that as much notice as possible should be given so that Boards can prepare to issue the links to the questionnaires.

The overall timescales are as yet unpublished but it was reported that all Boards are being clustered into three groups and each cluster will be asked to undertake the survey at the same time.

Each of the three clusters will be staggered over the coming months to allow results, in the form of report, to be generated centrally, that can be used at a Board Development Session, where Boards are expected to assess the results, and identify areas for improvement.

Once the timetable has been announced, a Development Session will be arranged to coincide with the date that results will be anticipated to be shared with the Board.

## **Annual Review**

We are planning to hold the Board Annual Review in the evening of **Thursday 16 November 2023 in the Medical Education Centre**. This is a non-Ministerial Review which allows the Board to plan an Annual Review with a greater degree of flexibility. The full plans for the event will be shared with the Board as soon as the details have been agreed locally. The guidance states that for these Reviews, the Chair of the Board conducts the meeting, calling on the senior Board leadership team to support, as necessary. The Board team are expected to outline key progress and challenges in line with national and local priorities direct to the local people in attendance.

Boards have the freedom to determine the most appropriate format and structure to cover the material in the most meaningful way. In the past most Boards have undertaken a format similar to the public sessions at Ministerial Reviews, i.e. a presentation on the key issues followed by an opportunity for local people to ask questions/interact.

As with Ministerial Reviews, Boards are strongly encouraged to maximise attendance by hosting their sessions as they would modern Board meetings, i.e. providing local people with the ability to view the session digitally live and/or as a recording; and clearly publicising this in the weeks running up to the Review. Similarly, Boards can augment an in-person Q&A session by publicising and accepting written questions in advance of the Review; with a selection taken alongside the in-person questions at the Review. Those written questions that remain unanswered on the Review day should receive a written response from the Board within 8 weeks, in line with the guidance for Ministerial Reviews.

The Board will be updated on the detailed plans once finalised.

#### 4. STRATEGIC CONTEXT

This paper links to the following:

Corporate objectives	<input type="checkbox"/>	ADP	<input type="checkbox"/>	Government policy	<input type="checkbox"/>
Government directive	<input type="checkbox"/>	Statutory requirement	<input type="checkbox"/>	AHF/local policy	<input type="checkbox"/>
Urgent operational issue	<input type="checkbox"/>	Other	<input type="checkbox"/>		

#### 5. CONTRIBUTION TO QUALITY

This paper aligns to the following elements of safety and quality improvement:

*Three Quality Ambitions:*

Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>	Person Centred	<input type="checkbox"/>
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*Six Quality Outcomes:*

Everyone has the best start in life and is able to live longer healthier lives; (Effective)	<input type="checkbox"/>
People are able to live well at home or in the community; (Person Centred)	<input type="checkbox"/>
Everyone has a positive experience of healthcare; (Person Centred)	<input type="checkbox"/>
Staff feel supported and engaged; (Effective)	<input type="checkbox"/>
Healthcare is safe for every person, every time; (Safe)	<input type="checkbox"/>
Best use is made of available resources. (Effective)	<input type="checkbox"/>

#### 6. MEASURES FOR IMPROVEMENT

None.

#### 7. FINANCIAL IMPLICATIONS

None.

#### 8. RISK ASSESSMENT/MANAGEMENT IMPLICATIONS

None.

#### 9. FIT WITH BEST VALUE CRITERIA

This paper aligns to the following best value criteria:

Vision and leadership	<input checked="" type="checkbox"/>	Effective partnerships	<input type="checkbox"/>	Governance and accountability	<input checked="" type="checkbox"/>
Use of resources	<input type="checkbox"/>	Performance management	<input checked="" type="checkbox"/>	Equality	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>				

**10. EQUALITY AND DIVERSITY / FAIRER SCOTLAND DUTY IMPACT ASSESSMENT**

Has an E&D /FSD Impact Assessment has been completed?

Yes   
No

We will consult the Board Equality & Diversity Advisor to ensure that the session is as inclusive as possible.

**11. CONSULTATION AND ENGAGEMENT**

None.

**12. ACTIONS FOR THE NHS BOARD**

The NHS Board are asked to:

Approve	<input checked="" type="checkbox"/>	Gain Assurance	<input type="checkbox"/>	Note	<input checked="" type="checkbox"/>
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1. Approve the changes to the Committee Memberships;
2. Note the arrangements for the Blueprint Self-Assessment; and
3. Note that the date has been fixed for the Annual Review.

**13. FURTHER INFORMATION**

For further information about any aspect of this paper, please contact;

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