

**Proposed Dates for Governing Body Meetings
 and Strategic Development Sessions in 2020/21**

Governing Body meeting

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5 September 2019

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| Author(s) | Karen Shaw, Executive Assistant to Chair and Accountable Officer |
| Sponsor Director | Jackie Mills, Director of Finance |
| Purpose of Paper | |
| This paper is designed to seek Governing Body's approval on the proposed schedule of Governing Body meetings and strategic development sessions to be held in 2020/21. | |
| Key Issues | |
| <p>Governing Body needs to meet both in public and private and for development sessions as often as is appropriate to allow members to discharge all key responsibilities of the CCG Governing Body as set out in the CCG's Constitution.</p> <p>As these are important meetings which particularly all voting members should endeavour to attend, it is important that we timetable into diaries at an early stage and also that members of the public are aware well in advance of the meetings to be held in public.</p> | |
| Is your report for Approval / Consideration / Noting | |
| Approval | |
| Recommendations / Action Required by Governing Body | |
| <p>Governing Body is asked to:</p> <ul style="list-style-type: none"> • Approve the proposed dates of Governing Body meetings to be held in public in 2020/21. • Approve the strategic development sessions for 2020/21. | |
| Governing Body Assurance Framework | |
| <p><i>Which of the CCG's objectives does this paper support?</i></p> <p>Strategic Objective 5. Organisational development to ensure the CCG can achieve its aims and objectives and meet national requirements.</p> <p>Principal Risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage, particularly in a period of change</p> | |

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| Are there any Resource Implications (including Financial, Staffing etc)? |
| Not applicable |
| Have you carried out an Equality Impact Assessment and is it attached? |
| No, There are no specific issues associated with this report. |
| <i>Have you involved patients, carers and the public in the preparation of the report?</i> |
| Not applicable |

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1. Introduction

Section 3.1(2) of the NHS Sheffield Clinical Commissioning Group (CCG) Standing Orders states that "Ordinary meetings of the Governing Body shall be held at regular intervals at such times and places as the Governing Body may determine".

2. Proposed Schedule of Governing Body Meetings and Strategic Development Sessions for 2020/21

The proposed schedule of dates for 2020/21 for Governing Body meetings to be held in public and for strategic development sessions is outlined below. Following discussion with the CCG Chair and Accountable Officer, it is proposed that the schedules will be slightly different to those of previous years.

a) Proposed Dates of Governing Body Meetings to be held in Public in 2020/21 (all meetings will take place from 2.00 pm – 5.00 pm in the Boardroom, 722 Prince of Wales Road (unless otherwise stated))

- Thursday 7 May 2020
- Thursday 21 May 2020 (scheduled to allow approval of the CCG's Annual Accounts and Annual Report to meet NHS England deadlines for submission). This will be a one hour meeting in public where Governing Body will be asked to adopt the unaudited 2019/20 annual accounts and annual report.
- Thursday 2 July 2020
- Please note there will not be a Governing Body meeting in August 2019 unless there are exceptional circumstances
- Thursday 3 September 2020
- Thursday 5 November 2020
- Thursday 7 January 2021 (this meeting will be held on the second Thursday in January to accommodate the Christmas and New Year holiday period)
- Thursday 4 March 2021

Each of these meetings in public will be followed by a meeting in private session, usually between 5.00 pm and 6.30 pm, as required.

b) Proposed Dates of Governing Body Strategic Development Sessions in 2020/21

The proposal is for the sessions to be held from 2.00 pm to 5.00 pm, unless otherwise stated.

- Thursday 2 April 2020
- Thursday 4 June 2020
- Thursday 1 October 2020 (9.00 am – 5.00 pm)
- Thursday 3 December 2020
- Thursday 4 February 2021 (9.00 am – 5.00 pm)

4. Recommendation

Governing Body is asked to:

- Approve the proposed dates of Governing Body meetings to be held in public in 2020/21.
- Approve the strategic development sessions for 2020/21.

Paper prepared by Karen Shaw, Executive Assistant to Chair and Accountable Officer.

On behalf of Jackie Mills, Director of Finance

9 August 2019