

Proposed Dates for Governing Body Meetings and Strategic Development Sessions in 2021/22

C

Governing Body meeting

5 November 2020

Author(s)	Carol Henderson, Committee Secretariat and Business Manager to Director of Finance
Sponsor Director	Cath Tilney, Associate Director of Corporate Services
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 2021/22.	
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> <p>It should be noted that the proposed meeting dates and development sessions could be subject to change.</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 2021/22. • Approve the proposed dates for strategic development sessions for 2021/22. 	
Governing Body Assurance Framework	
<p><i>Which of the CCG's objectives does this paper support?</i></p> <p>The report links to all risks identified on the GBAF and also supports the good governance arrangements in place which are integral to each of the CCG's objectives contributing to a sound system of internal control.</p>	

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.
Have you involved patients, carers and the public in the preparation of the report?
Not applicable

Proposed Dates for Governing Body Meetings and Strategic Development Sessions in 2021/22

Governing Body meeting

5 November 2020

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 2021/22

The proposed schedule of dates for 2021/22 for Governing Body meetings to be held in public and for strategic development sessions is outlined below. Following discussion with the CCG Chair and Executive Team, it is proposed that the schedules will be as in previous years.

a) Proposed Dates of Governing Body Meetings to be held in Public in 2021/22 (it is proposed that the meetings will continue to take place virtually on Zoom from 2.00 pm – 5.00 pm. This will be reviewed when the option to hold the meeting in the Board Room at 722 Prince of Wales Road returns.)

- Thursday 6 May 2021
- Thursday 20 May 2021 (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 audited 2020/21 annual accounts and annual report.
- Thursday 1 July 2021
- Please note there will not be a Governing Body meeting in August 2021 unless there are exceptional circumstances
- Thursday 2 September 2021
- Thursday 4 November 2021
- Thursday 13 January 2022 (this meeting will be held on the second Thursday in January to accommodate the Christmas and New Year holiday period)

- Thursday 3 March 2022

Each of these meetings in public will be followed by a meeting in private, usually between 5.00 pm and 6.00 pm, as required.

b) Proposed Dates of Governing Body Strategic Development Sessions in 2021/22

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

- Thursday 1 April 2021
- Thursday 3 June 2021
- Thursday 7 October 2021 (9.00 am – 5.00 pm)
- Thursday 2 December 2021
- Thursday 3 February 2022 (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 2021/22.
- Approve the proposed dates for the strategic development sessions for 2021/22.

Paper prepared by Carol Henderson, Committee Secretariat and Business Manager to Director of Finance

On behalf of Cath Tilney, Associate Director of Corporate Services

October 2020