

Trust Board Briefing Paper

Date of Meeting: Thursday 28th May 2020

Subject: **Proposed Changes to the Arrangements for Trust Board Meetings during Covid-19 Pandemic**

Presented by: Karen Hargan, Head of Office

Purpose: For approval

Given the requirement to achieve a balance between continuing good governance; the imperative not to divert senior staff from managing the current situation, and the requirement to minimise the opportunities for transmission of the Covid-19 virus; the Chair and Chief Executive had agreed a number of steps to be taken in advance of the Trust Board meeting on 26th March 2020.

This paper is presented to Trust Board to allow formal consideration of a number of proposed changes to Trust Board meetings during the period of the Covid-19 Pandemic Surge.

The Northern Health & Social Care Trust Standing Orders and Scheme of Reservation and Delegation, along with the Standing Financial Instructions provide the comprehensive business framework by which the Trust discharges its functions.

It is recommended that these changes are in place for a period of 12 months, initially, with the option to review or stand down the changes at any time during this period.

The Head of Office and Executive Office Manager have reviewed the changes proposed against the relevant sections in the Standing Orders and have noted the following.

Change of Arrangement	Relevant Standing Order	Comments
Reduced attendance with Chair, Chief Executive, Deputy Chief Executive, Finance Director and at least 1 other Executive Director, with Non-Executives to join virtually.	2.1: Composition of Membership of Trust Board	There is no requirement to amend the Standing Orders to accommodate this change. Trust Board will continue to be quorate as set out in Standing Order 3.13(i).



		No change to the Standing Order is required.
Allowing members to attend by dial-in or video-conferencing facility where available.	3.1: Calling meetings	<p>There is no specific Standing Order that deals with the requirement to hold a physical meeting. Trusts are required to hold meetings at regular intervals at such times and places as the Board may determine.</p> <p>No change to the Standing Order is required.</p>
The Chair and Chief Executive to have the discretion to restrict public attendance.	3.19: Admission of public and the press	<p>The Trust has a statutory duty to hold meetings in public to openly demonstrate how decisions are made. The Trust has not sought to prevent public attendance but is making alternative arrangements for public involvement in light of government guidance and the requirement for social distancing. This will be facilitated by video-link from a separate meeting room in Bretten Hall.</p> <p>No change to the Standing Order is required.</p>
The Chair and the Chief Executive acting together have the discretion to cancel meetings.	3.1: Calling meetings	The Trust is not obliged to have a set number of meetings; therefore the Chair and Chief Executive already have the discretion to agree how often and when the Trust Board meets.



		<p>The Trust is making arrangements to conduct business in a balanced manner in light of the unique situation with a focus on proportionate good governance.</p> <p>No change to the Standing Order is required</p>
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Trust Board are asked to approve this paper and note that the changed arrangements for Trust Board Meetings.