South Eastern Health and Social Care Trust

Paper No: SET/97/26
Trust Board Meeting: 24 June 2026
Public Agenda Item 7.4

Title of Paper: **Revised Trust Board Meeting Schedule**			
✓ **For Decision**			

1.0	**Background:**
	In light of the current financial constraints Trust Board needs to lead on change, cost reduction, seek new ways of working, develop innovative practices and continuously improve on how it delivers for the public. This proposal would further lessen the Board running costs by reducing Trust Board meetings from June 2026 to May 2027 from eight to six meetings a year. This change would ensure a significant amount of document preparation and operational staff time, before, during and after the meeting, will be saved. Please find attached revised schedule of meeting dates for approval. The schedule includes the dates for the Committees in Common and the Support Intervention Framework (SPPG) Meetings clearly indicating the current sequencing of meetings to allow the Board to discuss issues and/or make decisions.
2.0	**Key Issues:**
	Each Board Meeting requires many hours of data collection and preparation, post meeting, minutes and uploading of documents adds to the time required. It should be noted that a neighbouring Trusts have 6 and 7 annual public meeting respectively, so this is not an unprecedented direction of travel. This change will also lean into the alignment of the regional alignment underway to create a more uniform delivery of oversight under the work of the Committee in Common. The reduction in Board meeting frequency is intended to improve administrative efficiency by reducing the time collating papers and data and increase the focus on committee-based assurance processes. A vital element of the change will be the enablement of Board Member time released to increase ‘ward to board’ verification through visits to strengthen governance and oversight. In some cases, this may have a direct benefit to staff who need to work in evenings and weekends in order to cover the ever-increasing workload. The Board remains able to convene extraordinary meetings when required and will continue to receive regular performance, financial, and patient safety assurance through established governance arrangements.

3.0	**Link to Strategic Objectives:**
	Our People ☒ Population Health & Health Inequalities ☐ Delivering Care Closer to Home ☐ Hospital Care ☐ Safety, Quality and Experience of Care ☒
4.0	**Resource Implications:**
	1. Organisational
	Significant Reduction Board meetings require significant administrative support, preparation of papers, attendance by Board Members, support staff such as minute takers, IT support and senior staff to set up and take down the room setting. This will all be reduced significantly.
	2. Financial
	Significant Saving By removing many hours of staff time, there is a cost saving that allows those hours to be diverted into productive core duties and delivering more in other important areas of Directorate work.
	3. Human Resources
	Significant Saving Time saving from staff setting up and dismantling room, Member and support staff attendance, documentation collation time, allowing those hours to be diverted back into core clinical, financial and operational duties.
5.0	**Impact on Patient:**
	1. Safety – Nil
	2. Quality -Nil
	3. Experience -Nil
6.0	**Risks**
	1. Key Risks
	The Board is unable to carry out its duties in the reduced schedule. The public interprets the change as a reduced service. The staff time is not used in other productive ways. No financial saving is achieved.
	2. Proposals to Mitigate
	A base line measurement is taken now ahead of the commencement and reported to September Board meeting. The same review carried out in May 2027 and a report brought to June 2027 Board on what has been saved and how time has been utilised.

	The schedule and workload will be kept under review. The Board remains able to convene extraordinary meetings as and when required
	It is listed on Board Assurance Framework? Yes ☐ No ☒ Is it listed on Corporate Risk Register? Yes ☐ No ☒ Is it listed on Directorate Risk Register? Yes ☐ No ☒
7.0	**Sustainability:** (what elements of carbon footprint/renewables/green agenda has been considered) YES
	Significant Reduction Reduced member and staff travel Reduced printing Reduced electricity and heating Reduced waste

Accountable Director:	**Claire Smyth, Director of People & Organisational Development**
Date:	**22 June 2026**

Reasons for Paper Presentation

Approval	*Used when an item requires a formal agreement or endorsement by the meeting / committee members. Examples are approving minutes, budgets, proposals or policies. The author must ensure there is sufficient detail/data for the board member to make a decision. The board member must be content there is sufficient detail/data to make a decision otherwise it should not be approved.*
Assurance	*Used when an item can be measured against a certain criteria / standard. Examples are a project is on course with delivery or financial targets are being met. The author must ensure there is sufficient detail/data for the board member to be assured. The board member must be content there is sufficient detail/data or a plan to be assured otherwise they should state they are not assured..*
Discussion	*Used when an item is listed primarily for open discussion, brainstorming or gathering input from the members without requiring an immediate decision.*
Information	*Used when an item is presented for the purpose of updating or informing the attendees without requiring a decision or action, such as reports, updates, or announcements.*