NHS
Sherwood Forest Hospitals
NHS Foundation Trust

Business Continuity for Governance Forums

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Approved by (committee/group):			

Scope/ Target Audience: (delete as applicable / describe)	**Trustwide**

Evidence Base/ References:	

Lead Division:	Corporate
Lead Specialty:	Corporate
Lead Author:	
Sponsor:	Shirley Higginbotham

Name the documents here or record not applicable	
Associated Policy	
Associated Guideline(s)	
Associated Procedure(s)	
Associated Pathway(s)	
Other associated documents e.g. documentation/ forms	

Consultation Undertaken:	

Template control:	V01.01 April 2020

CONTENTS

Business continuity in the event of cancellation of Governance Meetings & Forums

1. Cancellation of meeting

If a meeting is cancelled after an agenda is circulated the chair of the meeting and management support should meet within 24 to 48 hours to review the agenda.

- Identify any actions/risks that need immediate attention or escalation
- Identify any papers that require urgent decision making
    - Decide how to take this forward whether through online review or bringing together the key contributors and taking Chairs action or escalating as appropriate
    - All decisions made in this way should be circulated to the committee and recorded in the minutes or notes at the next meeting
- Identify which papers can be carried forward to the next meeting
- Consider when the next meeting will be and whether this should be suspended
- Identify any policies that can be reviewed on line and ratified using chairs action or postponed until the next meeting

At a maximum of 24 to 36 hours after the meeting should have taken place, the chair will then ensure an email (see item 9) is circulated to the membership of that meeting detailing what actions to take before the next meeting.

Members of the meeting are responsible for escalating any issues to the Chair which are urgent and not resolved.

The administrative or managerial support for the meeting will prepare a list of items and issues that are being carried forward to ensure no items are lost.

This can be a simple list but should be dated and filed with the meeting agendas.

2. Suspension of meetings for extended period of time

The chair of a meeting and management support should continue to meet regularly if a meeting is suspended for an extended period of time. This should be only as frequently as would have been necessary to manage normal agenda planning.

For example a weekly meeting that is suspended for two or more weeks or a monthly meeting that is suspended for two months or greater.

The purpose of this is to.

- Identify any actions/risks that need immediate attention or escalation
- Horizon scan for any significant external requirements (business planning capital plans etc.) that have not been suspended and develop a plan to complete. Consider reducing the work input and output to bare minimum
- Review alerts (external HSMR or local incidents etc.) to identify any new or emerging risks or safety concerns that need to be escalated
- Identify which items can be carried forward / tolerated
- Identify any policies that can be reviewed on line and ratified using chairs action or postponed until the next meeting
- All decisions made in this way should be recorded on the Virtual Meeting Action (VMA) template (copy below) and circulated to the committee

The chair will then ensure the VMA is circulated to the committee membership detailing what actions to take before the next meeting.

Members of the meeting are responsible for escalating any issues to the Chair that are urgent and not resolved.

The administrative or managerial support for the meeting will prepare a list of items and issues that are being carried forward to ensure no items are lost.

This can be a simple list but should be dated and filed with the meeting agendas.

2. Risk management

Any issues that cannot be managed through normal channels should be escalated either to the parent committee or Executive Committee following normal reporting roots of the Committee described in the TOR.

If any issue presents immediate safety concerns or will significantly impact on the provision of services this should be escalated to the Executive Team as soon as possible and may be considered at business continuity meetings.

If any issue can be tolerated then this should be recorded on the risk register including the existing controls and noted for review at a later date.

3. Alerts

Committee chairs and administrative management support should review all alerts appropriately and where necessary follow the steps detailed in risk management above.

4. Policies

During periods of business continuity where meetings are suspended

No policy decisions should be altered during this period unless there is:

- Urgent changes in national guidance
- Urgent changes in local guidance
- Response to a serious incident or significant safety concerns

Any urgent changes above need to be circulated to the committee membership for urgent review and agreed by the Chair. The Chair should then consider taking chairs action to ratify, robust communication plans are needed.

If a Clinical policy passes its review date during this period it should be reviewed by the author with minor updates to align with current practice. This should then be discussed with the meeting chair and the policy extended for up to a year. The policy need to be sent to the Clinical Policy Officer for uploading.

5. Escalation

All immediate and safety concerns identified by a Committee Chair or its membership should be escalated to the Chief Operating Officer or deputy and the Medical Director.

6. Corporate governance consideration and action

If a meeting is consistently cancelled for business continuity or any other reasons for more than three consecutive meetings this should be reported to the Director of Corporate Affairs who will discuss any necessary action to take with the Chair of the Committee.

Draft email to committee members

Dear all,

As todays meeting has been cancelled please take the following actions and confirm when complete

Papers that need immediate review (copy delete as appropriate)

- Names, please can we meet urgently to discuss your paper
- Names, please can we meet urgently to discuss your paper
- Names, please can we meet urgently to discuss your paper

Actions that need urgent attention (copy delete as appropriate)

- Names, please can you provide an update on this action by timeframe insert action
- Names, please can you provide an update on this action by timeframe insert action
- Names, please can you provide an update on this action by timeframe insert action

Policy review (copy delete as appropriate)

- The review of this policy will be postponed till the next meeting
- The policy requires immediate action/review please see separate email

Items that are being carried forward

- Papers
- Items
- Actions

If you have any urgent or immediate concerns please contact me and ensure your normal management structure is informed.

Healthier Communities, Outstanding Care

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Appendix A

VIRTUAL MEETING OF:

APPROVERS:

DATE:

ITEMS APPROVED:-

1.
2.
3.

Confirmed by:-

Name: **Signature:**

Chair of ???

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Appendix B

??? Committee Action Tracker

Key	
Red	Action Overdue
Amber	Update Required
Green	Action Complete
Grey	Action Not Yet Due

Item No	Date	Action	Committee	Sub Committee	Deadline	Exec Lead	Action Lead	Progress	Rag Rating
As per minutes	Of the meeting the action was agreed	Brief description of action as per minutes	meeting the action was raised in	Committee responsible for action / None if N/A	Action target date	Exec responsbile for action completion	person nominated by exec lead to conduct action	Update from action lead	Red
									Amber
									Green
									Grey