

NHS Greater Glasgow and Clyde	Paper No. 24/161
Meeting:	NHSGGC Board Meeting
Meeting Date:	17 December 2024
Title:	Board Annual Cycle of Business
Sponsoring Director:	Ms Sandra Bustillo, Director of Communications and Public Engagement
Report Author:	Ms Kim Donald Corporate Services Manager - Governance /Board Secretary

1. Purpose

The purpose of the paper is to ensure awareness of the Board's Annual Cycle of Business aligned to our Corporate Aims and Corporate Objectives.

2. Executive Summary

The paper can be summarised as follows:

- The attached Annual Cycle of Business describes the timetable of topics/discussion, the business items that will be considered, and their Corporate Objective alignment.
- It is important to note that this is a dynamic process, and items may require to be added or moved, however any alteration will be advised and annotated to ensure transparency.

The following amendments have been made to the cycle of business which was approved in October 2024.

Title	Change	Reason
Winter Plan - update	Added	Added to December following agreement at October Board
Draft Workforce Strategy 2025-2030	Deferred	Deferred to April 2025 to allow comment and wider engagement, including Board Briefing on 17 th December
Digital Strategy – Update	Deferred	Deferred to February 2025 as last reviewed at February 2024 Board

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Integration Schemes	Deferred	Deferred to February 2025
Risk Appetite Statement	Deferred	Deferred to February 2025 with RAS being considered at January Board Seminar
Patient Private Funds	Added	Added following submission from BDO
Moving Pharmacy Forward	Deferred	Deferred to April 2025 to allow round up of 5-year strategy
NHSGGC Anti Racism Plan	Added	Deferred from October 2024 to allow consideration at Staff Governance Committee
Board Development Plan	Added	Added following consideration at November Board Seminar
Review of Governance Committee and Integration Joint Board Membership	Added	Added to conclude Vice-Chair and Champion appointments

3. Recommendations

The NHS Board is asked to consider the following recommendations:

- Note the contents of the timetable.
- Be assured that the topics considered are in line with our Corporate Objectives.

4. Response Required

This paper is presented for **approval**.

5. Impact Assessment

The impact of this paper on NHSGGC's corporate aims, approach to equality and diversity and environmental impact are assessed as follows:

- | | |
|------------------------|-------------------------------|
| • Better Health | <u>Positive</u> impact |
| • Better Care | <u>Positive</u> impact |
| • Better Value | <u>Positive</u> impact |
| • Better Workplace | <u>Positive</u> impact |
| • Equality & Diversity | <u>Positive</u> impact |
| • Environment | <u>Positive</u> impact |

6. Engagement & Communications

The issues addressed in this paper were subject to the following engagement and communications activity:

- Regular updates to the Board as part of the Active Governance papers.

7. Governance Route

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This paper has been previously considered by the following groups as part of its development:

- As above.

8. Date Prepared & Issued

Prepared on: 4 December 2024

Issued on: 10 December 2024

Board Annual Cycle of Business - 2024/25

Corporate Objective alignment

Better Health

- COBH1 To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment.
- COBH2 To reduce health inequalities through advocacy and community planning.
- COBH3 To reduce the premature mortality rate of the population and the variance in this between communities.
- COBH4 To ensure the best start for children with a focus on developing good health and wellbeing in their early years.
- COBH5 To promote and support good mental health and wellbeing at all ages.

Better Care

- COBC6 To provide a safe environment and appropriate working practices that minimise the risk of injury or harm to our patients and our people.
- COBC7 To ensure services are timely and accessible to all parts of the community we serve.
- COBC8 To deliver person centre care through a partnership approach built on respect, compassion and shared decision making.
- COBC9 To continuously improve the quality of care, engaging with our patients and our people to ensure healthcare services meet their needs.
- COBC10 To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community.

Better Value

- COBV11 To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets.
- COBV12 To reduce cost variation, improve productivity and eliminate waste through a robust system of efficiency savings management.
- COBV13 To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs.
- COBV14 To utilise and improve our capital assets to support the reform of healthcare.

Better Workplace

- COBW15 To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued.
- COBW16 To ensure our people are well informed.
- COBW17 To ensure our people are appropriately trained and developed.

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- COBW18 To ensure our people are involved in decisions that affect them.
- COBW19 To promote the health and wellbeing of our people.
- COBW20 To provide a continuously improving and safe working environment.

- Provisional dates subject to annotated amendments

Agenda Item/Topic	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Standing Items								
Introductory Remarks, Welcome and Apologies	Chair	x	x	x	x	x	x	
Declarations of Interest	Chair	x	x	x	x	x	x	
Minutes of previous meeting	Chair	x	x	x	x	x	x	
Matters Arising and Rolling Action List	Chair	x	x	x	x	x	x	
Chair's Update	Chair	x	x	x	x	x	x	
Chief Executive's Update	CE	x	x	x	x	x	x	
Patient Story	DoN	x	x	x	x	x	x	
Communications and Engagement Update	DoCPE	x	x	x	x	x	x	
Board Activity Update	DOCSG	x	x	x	x	x	x	
Better Health	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Public Health Screening Programme Annual Report	DoPH		x				x	COBH3
Population Health & Well Being Committee Chair's Report and Minutes	Chair of the Committee	x		x ¹	x		x	COBH1-5
Public Health Strategy 2018-2028: Turning the Tide through Prevention Review	DoPH	x						COBH1-5

¹ July meeting cancelled

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Obesity Prevention and Early Intervention to Type 2 Diabetes	DoPH									x			COBH1-5
A Fairer NHSGGC - Equalities Scheme 2024-2025	DOPH	x											COBW15-20
United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Bill (UNCRC)	DoPH										x ²		COBH1-5
Better Care	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage					
Winter Plan	MID							All					
Annual Delivery Plan – Update	MID							COBC6-10 COBV11					
Medium Term Plan	MID							COBC6-10 COBV11					
Moving Forward Together – Clinical Roadmap	MID							COBC6-10 COBV11					
NHSGGC Board Performance Report	DoF	x	x	x	x	x	x	COBC7					
Healthcare Associated Infection Report	DoIPC	x	x	x	x	x	x	COBC6					
Quality Strategy	DoN							COBC6					
Clinical & Care Governance Annual Report	MID							COBC6					
Duty of Candour Annual Report	MID							COBC6					
Research and Development Annual Report	MID	x						COBV13					
Acute Services Committee Chair’s Report and Minutes	Chair of the Committee	x	x					COBC06-10					
Clinical & Care Governance Committee Chair’s Report and Minutes	Chair of the Committee	x	x					COBC06-10					

² Deferred from August to allow review at Oct PHWB

³ Added following submission to CCG

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Area Clinical Forum Chair's Report and Minutes	Chair of the Committee	x	x	x	x	x	x	x	x	COBC06-10
Strategy for Mental Health Services in Greater Glasgow & Clyde: 2023 – 2028 - Update	CO								x	COBC06-10
Adult Mental Health Strategy Update	CO								x	COBC06-10
Public Protection Strategy - Update	DoN							x		COBC06-10
Maternity and Neonatal Strategy	DoN								x ⁴	COBC06-10
Primary Care Strategy	CO	x								COBH1-5
Supporting the Delivery of GP Out of Hours in NHS Greater Glasgow and Clyde	DOCPE	x								COBC6/COBC8
Draft Stakeholder Communications and Engagement Strategy 2024-27	DOCPE	x								COBC6/COBC10
Research and Innovation Strategy	MD					x				COBV13
Feedback, Comments, Complaints and Concerns Annual Report 2023/24	DoN							x		COBC6 ⁵
Better Value	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025			Corporate Objective Coverage
NHSGGC Finance Report	DoF	x	x	x	x	x	x			COBV11
Financial Plan 2024/25	DoF	x					x			COBV11
Capital Plan 2024/25	DoF	x					x			COBV11
Radionuclide FBC	DoF DoEF									COBV11
Transformation of Specialist Neurosciences, OMFS and Spinal	DoF DoEF									

⁴ Deferred to December

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[illegible]

⁶ Moved to February to meet 12m update

⁷ Added following submission from BDO

⁸ No meeting held before October Board

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Internal Communications & Employee Engagement Strategy Review	DOHROD/ DoCPE									x	COBW15-20
Whistleblowing Annual Report	DOC SG				x						COBW15-20
Anti-Racism Plans – Scottish Government Guidance and NHSGGC Approach	DOHIROD									x ⁹	COBW15-20
Governance	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage			
Implementing the Active Governance Approach/Board Development Plan	DoCGA	x			x	x ¹⁰		COBC6/COBC8			
Integration Schemes	CO					x ¹¹		COBC6/COBC8			
Annual Review of Governance	DoCGA		x					COBC6/COBC8			
Review of Governance Committee and Integration Joint Board Membership	DoCGA	x	x	x	x ¹²	x	x ¹³	COBC6/COBC8			
Draft Operational Priorities 2024/25	DoCGA		x					COBC6/COBC8			
Annual Cycle of Business	DoCGA	x	x	x	x	x	x	COBC6/COBC8			
Board Calendar of Meetings 2025/26	DoCGA				x ¹⁴			COBC6/COBC8			
Pharmacy Practice Committee – Decisions (<i>when required</i>)	Chair of Committee	x	x	x		x	x	COBC9			
Corporate Risk Register	DoF	x	x			x		COBW6-20			

⁹ Added to December meeting to allow network and Committee consideration

¹⁰ Consideration at Board following review at November Board Seminar

¹¹ No update on integration schemes available for October Board – deferred

¹² Added to October following confirmation of Committee Vice Chairs

¹³ Added to confirm VC of PHWB

¹⁴ Added as 25/26 calendar scheduled to be reviewed/agreed

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Risk Appetite Statement	DoCSA								x ¹⁵	COB1-20
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¹⁵ Moved to February to allow review at January Board Seminar

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Abbreviations	
DoF	Director of Finance
COO	Chief Operating Officer
CO, GCHSCP	Chief Officer, Glasgow City HSCP
MD	Medical Director
CE	Chief Executive
DoCGA	Director of Corporate Governance and Administration
DoGPOOH	Director of GP Out of Hours
DoEF	Director of Estates and Facilities
DoHROD	Director of Human Resources and Organisational Development
DOCPE	Director of Communications and Public Engagement
DoPC	Director of Primary Care
DoPH	Director of Public Health
DoEH	Director of eHealth
DoIPC	Director of Infection Prevention and Control