

NHS Greater Glasgow and Clyde	Paper No. 24/83
Meeting:	NHSGGC Board Meeting
Meeting Date:	25 June 2024
Title:	Board Annual Cycle of Business
Sponsoring Director:	Ms Elaine Vanhegan, Director of Corporate Services and Governance
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.

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

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

As above.

8. Date Prepared & Issued

Prepared on 14 June 2024

Issued on 18 June 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 out 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.**
- 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.**

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- 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	
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					COBH3
Population Health & Well Being Committee Chairs Report and Minutes	Chair of the Committee	x		x	x		x	COBH1-5
Public Health Strategy 2018-2028: Turning the Tide through Prevention Review	DoPH	x						COBH1-5
Obesity Prevention and Early Intervention to Type 2 Diabetes	DoPH					x		COBH1-5
A Fairer NHSGGC - Equalities Scheme 2024-2025	DOPH	x						COBW15-20

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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	MD				x			All
Annual Delivery Plan - Update	MD		x					COBC6-10 COBV11
Medium Term Plan	MD			x				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		x					COBC6
Clinical & Care Governance Annual Report	MD				x			COBC6
Research and Development Annual Report	MD	x						COBV13
Acute Services Committee Chairs Report and Minutes	Chair of the Committee	x	x	x	x	x	x	COBC06-10
Clinical & Care Governance Committee Chairs Report and Minutes	Chair of the Committee	x	x		x	x		COBC06-10
Area Clinical Forum Chairs Report and Minutes	Chair of the Committee	x	x	x	x	x	x	COBC06-10
A Refresh of the Strategy for Mental Health Services in Greater Glasgow & Clyde: 2023 – 2028	CO			x				COBC06-10
Adult Mental Health Strategy Update	CO			x				COBC06-10
Public Protection Strategy	DoN				x			COBC06-10
Maternity Strategy	DoN			x				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

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Draft Stakeholder Communications and Engagement Strategy 2024-27	DOCPE	x						COBC6/COBC10
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
NHSGGC Digital Strategy (update)	DoEH			x				COBC9
Governance Statement 2023/24	Chair of ARC		x					COBV11
Annual Report and Consolidated Accounts	DoF		x					COBV11
Annual Report for the Board of NHSGGC and the Auditor General for Scotland	Auditor		x					COBV11
Finance Planning and Performance Committee Chairs Report and Minutes	Chair of the Committee	x	x	x	x	x	x	COBV11-14
Audit & Risk Committee Chairs Report and Minutes	Chair of the Committee	x	x		x	x		COBV11-14
IJB Leads Report	GGC Lead	x	x	x	x	x	x	COBV11-14
Sustainability Strategy	DoEF			x				COBC9
Moving Pharmacy Forward (update)	DoP					x		COBV11-14
Clinical Infrastructure Strategy	DoEF						x	COBC9
Procurement Strategy	DoEF		x					COBC9

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Better Workplace	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Staff Governance Committee Chairs Repot and Minutes	Co-Chairs of the Committee		x	x	x	x	x	COBW15-20
Staff Health Strategy	DOHROD					x		COBW15-20
Workforce Strategy 2021-2025 Review	DOHROD	x						COBW15-20
Internal Communications & Employee Engagement Strategy Review	DOHROD/DoCPE						x	COBW15-20
Whistleblowing Annual Report	DOCSG			x				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			COBC6/COBC8
Integration Schemes	CO		x					COBC6/COBC8
Annual Review of Governance	DoCGA		x					COBC6/COBC8
Review of Governance Committee and Integration Joint Board Membership	DoCGA	x	x			x		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 2023/24	DoCGA				x			COBC6/COBC8
Pharmacy Practice Committee – Decisions <i>(when required)</i>	Chair of Committee	x	x	x	x	x	x	COBC9
Corporate Risk Register	DoF	x				x		COBW6-20
Risk Appetite Statement	DoCSA					x		COB1-20

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Annotated Amendments:

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