

NHS Greater Glasgow and Clyde	Paper No. 24/22
Meeting:	NHSGGC Board Meeting
Meeting Date:	27 February 2024
Title:	Annual Cycle of Business 2024/25
Sponsoring Director:	Ms Elaine Vanhegan, Director of Corporate Services and Governance
Report Author:	Ms Kim Donald, Corporate Services Manager (Governance)

1. Purpose

The purpose of the accompanying paper is: to provide Board Members with information regarding the future topics of discussion across 2024/25 meetings providing assurance that there is a forward planning process in place.

2. Executive Summary

The paper can be summarised as follows:

- As we continue to embed our approach to active governance, this Annual Cycle of Business (ACOB) presents a proportionate planning mechanism.
- The ACOB is a dynamic document and will require regular updates as agenda items come for consideration. It is closely linked to the Scheme of Delegation to ensure scrutiny is provided by the appropriate Committee.

3. Recommendations

The Board is asked to consider the following recommendations:

- To note the topics on the ACOB and whether these are within the appropriate timetable.

4. Response Required

This paper is presented for **approval**.

5. Impact Assessment

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

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

6. Engagement & Communications

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

N/A.

7. Governance Route

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

N/A.

8. Date Prepared & Issued

Prepared and issued on 20 February 2024

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.**

Committee Chairs Report and Minutes	Committee							
Turning the Tide Strategy	DoPH	x						COBH1-5
Obesity Prevention and Early Intervention to Type 2 Diabetes	DoPH					x		COBH1-5
Joint Health Protection Plan	DoPH	x						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	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
Healthcare Quality Strategy Update	DoN			x				
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	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
GP Out of Hours Engagement - Outcome	DOCPE	x						COBC6/COBC8
Stakeholder Engagement and Communication Strategy	DOCPE	x						
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 for 2022/23	DoF		x					COBV11
Annual Report for the Board of NHSGGC and the Auditor General for Scotland 2022/23	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	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
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	x	COBW15-20
Staff Governance Annual Report	DOHROD		x					
Staff Health Strategy	DOHROD							COBW15-20
Workforce Strategy (Update)	DOHROD	x						COBW15-20
Internal Communications & Employee Engagement Strategy Review	DOHROD/ DoCPE	x						COBW15-20
Whistleblowing Annual Report	DOCSG			x				COBW15-20
A Fairer NHSGGC 2020-2024 (update)	DOHROD					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	x	x	x	x	COBC6/COBC8
Annual Review of Governance	DoCGA		x					COBC6/COBC8
Review of Governance Committee and Integration Joint Board Membership	DoCGA		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 available</i>)	Chair of Committee	x	x	x	x	x	x	COBC9
Corporate Risk Register	DoF	x				x		COBW6-20
Risk Appetite Statement	DoCSA	x				x		COB1-20

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