

<b>NHS Greater Glasgow and Clyde</b>	<b>Paper No. 24/56</b>
<b>Meeting:</b>	<b>NHSGGC Board Meeting</b>
<b>Meeting Date:</b>	<b>30 April 2024</b>
<b>Title:</b>	<b>Board Annual Cycle of Business</b>
<b>Sponsoring Director/Manager</b>	<b>Ms Elaine Vanhegan, Director of Corporate Services and Governance</b>
<b>Report Author:</b>	<b>Ms Kim Donald Corporate Services Manager - Governance /Board Secretary</b>

## 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> |
| • Better Care          | <u>Positive</u> |
| • Better Value         | <u>Positive</u> |
| • Better Workplace     | <u>Positive</u> |
| • Equality & Diversity | <u>Positive</u> |
| • Environment          | <u>Positive</u> |

## 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

Date Prepared: April 2024

Date Issued: 23 April 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.

## BOARD OFFICIAL

- 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
<b>Standing Items</b>								
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	
<b>Better Health</b>								
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
<b>Better Care</b>	<b>Lead</b>							
Winter Plan	MD				x			All

## BOARD OFFICIAL

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
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		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
Draft Stakeholder Communications and Engagement Strategy 2024-27	DOCPE	x						COBC6/COBC10
<b>Better Value</b>								
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

## BOARD OFFICIAL

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
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
<b>Better Workplace</b>								
Staff Governance Committee Chairs Report and Minutes	Co-Chairs of the Committee		x	x	x	x	x	COBW15-20
Staff Governance Annual Report	DOHROD		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
<b>Governance</b>								
Implementing the Active Governance Approach/Board Development Plan	DoCGA	x	x	x	x	x	x	COBC6/COBC8
Integration Schemes	CO		x					COBC6/COBC8
Annual Review of Governance	DoCGA		x					COBC6/COBC8

## BOARD OFFICIAL

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
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			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