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| NHS Greater Glasgow and Clyde | Paper No. 23/32 |
| Meeting: | NHS Board Meeting |
| Meeting Date: | 25 April 2023 |
| Title: | Annual Cycle of Business 2023-24 |
| 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 23/24 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 Positive
- Better Care Positive
- Better Value Positive
- Better Workplace Positive
- Equality & Diversity Positive
- Environment Positive

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 16.03.23

Issued 18.04.23

Board Annual Cycle of Business - 2023/24

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.**

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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.**

| Agenda Item/Topic | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | 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 | |
| Better Health | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | Corporate Objective Coverage |
| COVID-19 | DoPH | x | x | x | x | x | x | COBH1-COBC10 |
| Public Health Screening Programme Annual Report | DoPH | | x | | | | | COBH3 |
| Population Health & Well Being | Chair of the | x | x | x | x | x | x | COBH1-5 |

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| Committee Chairs Report and Minutes | Committee | | | | | | | |
|--|------------------------|---------------|--------------|----------------|-----------------|------------------|------------------|------------------------------|
| Better Care | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | Corporate Objective Coverage |
| Winter Plan | MD | | | | x | | | All |
| Annual Delivery Plan - Update | 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 |
| Clinical & Care Governance Annual Report | MD | | | x | | | | COBC6 |
| Research and Development Annual Report | MD | x | | | | | | COBV13 |
| Patient Private Funds | DoF | | x | | | | | COBV12 |
| 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 |
| Pharmacy Practices Committee Chair's Report and Minute | | | | | x | | | COBC06-10 |
| Better Value | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | Corporate Objective Coverage |
| NHSGGC Finance Report | DoF | x | x | x | x | x | x | COBV11 |
| Financial Plan 23/24 | DoF | | x | | | | x | COBV11 |
| NHSGGC Digital Strategy | DoEH | | | | | x | | |
| Governance Statement 23/24 | Chair of | | x | | | | | COBV11 |

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| | ARC | | | | | | | |
| 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 | x | x | COBV11-14 |
| IJB Leads Report | GGC Lead | x | x | x | x | x | x | COBV11-14 |
| Better Workplace | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | Corporate Objective Coverage |
| Staff Governance Annual Report | Co-Chairs of the Committee | | x | | | | | COBW15-20 |
| Whistleblowing Annual Report | DoCGA | | | x | | | | COBW15-20 |
| Staff Governance Committee Chairs Report and Minutes | Co-Chairs of the Committee | x | x | x | x | x | x | COBW15-20 |
| Governance | Lead | 25 April 2023 | 27 June 2023 | 29 August 2023 | 31 October 2023 | 19 December 2023 | 27 February 2024 | Corporate Objective Coverage |
| Implementing the Active Governance Approach | 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 | | | | | COBC6/COBC8 |
| Annual Cycle of Business | DoCGA | x | x | x | x | x | x | COBC6/COBC8 |

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| Board Calendar of Meetings 2023/24 | DoCGA | | | | x | | | COBC6/COBC8 |
| Corporate Risk Register | DoF | x | | | x | | | COBW6-20 |
| Terms of Reference | DoCGA | | x | | | | | COBC6/COBC8 |
| Reports to be Confirmed | | | | | | | | |
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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 |
| DoPC | Director of Primary Care |
| DoPH | Director of Public Health |
| DoEH | Director of eHealth |
| DoIPC | Director of Infection Prevention and Control |