

NHS Greater Glasgow and Clyde	Paper No. 23/67
Meeting:	NHSGGC Board Meeting
Meeting Date:	29 August 2023
Title:	Board Annual Cycle of Business
Sponsoring Director/Manager	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> |
| • 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: August 2023

Date Issued: 22 August 2023

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.

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
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	x	x	COBH1-5
Better Care	Lead	25 April	27 June	29 August	31 October	19 December	27 February	Corporate Objective

		2023	2023	2023	2023	2023	2024	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 2022/23	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
A Refresh of the Strategy for Mental Health Services in Greater Glasgow & Clyde: 2023 – 2028	CO			x				COBC06-10
Implementation of the next phase of Mental Health Strategy – Enhancing Community Services	CO			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 2022/23	DoF			x			x	COBV11
NHSGGC Digital Strategy	DoEH					x		COBC9

Governance Statement 2022/23	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
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 Committee Chairs Report and Minutes	Co-Chairs of the Committee	x	x	x	x	x	x	COBW15-20
Sustainability Strategy	DoEF			x				COBC9
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
FOI Annual Report	DoCGA			x				COBW15-20
Legal Claims Annual Report	DoCGA			x				COBW15-20
Review of Governance Committee and Integration Joint Board Membership	DoCGA		x					COBC6/COBC8
Draft Operational Objectives 23/24	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	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
Integration Schemes	DoCSA				x			
Total		24	29	29	26	22	22	

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