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| NHS Greater Glasgow and Clyde | Paper No. 24/161 |
| Meeting: | NHSGGC Board Meeting |
| Meeting Date: | 17 December 2024 |
| Title: | Board Annual Cycle of Business |
| Sponsoring Director: | Ms Sandra Bustillo, Director of Communications and Public Engagement |
| 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.

The following amendments have been made to the cycle of business which was approved in October 2024.

| Title | Change | Reason |
|------------------------------------|---------------|---|
| Winter Plan - update | Added | Added to December following agreement at October Board |
| Draft Workforce Strategy 2025-2030 | Deferred | Deferred to April 2025 to allow comment and wider engagement, including Board Briefing on 17 th December |
| Digital Strategy – Update | Deferred | Deferred to February 2025 as last reviewed at February 2024 Board |

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| Integration Schemes | Deferred | Deferred to February 2025 |
| Risk Appetite Statement | Deferred | Deferred to February 2025 with RAS being considered at January Board Seminar |
| Patient Private Funds | Added | Added following submission from BDO |
| Moving Pharmacy Forward | Deferred | Deferred to April 2025 to allow round up of 5-year strategy |
| NHSGGC Anti Racism Plan | Added | Deferred from October 2024 to allow consideration at Staff Governance Committee |
| Board Development Plan | Added | Added following consideration at November Board Seminar |
| Review of Governance Committee and Integration Joint Board Membership | Added | Added to conclude Vice-Chair and Champion appointments |

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** **Positive impact**
- **Better Care** **Positive impact**
- **Better Value** **Positive impact**
- **Better Workplace** **Positive impact**
- **Equality & Diversity** **Positive impact**
- **Environment** **Positive 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

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

- As above.

8. Date Prepared & Issued

Prepared on: 4 December 2024

Issued on: 10 December 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 centred 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 our 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.

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- 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 |
|--|------------------------|---------------|--------------|----------------|-----------------|------------------|------------------|------------------------------|
| 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 | |
| Board Activity Update | DOCSG | 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 | | | | x | COBH3 |
| Population Health & Well Being Committee Chair's Report and Minutes | Chair of the Committee | x | | * ¹ | x | | x | COBH1-5 |
| Public Health Strategy 2018-2028: Turning the Tide through Prevention Review | DoPH | x | | | | | | COBH1-5 |

¹ July meeting cancelled

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|--|---------------|--------------|----------------|-----------------|------------------|------------------|---|---|---|----------------|------------------------------|
| Area Clinical Forum Chair's Report and Minutes | x | x | x | x | x | x | x | x | x | x | COBC06-10 |
| Strategy for Mental Health Services in Greater Glasgow & Clyde: 2023 – 2028 - Update | | | | | | | | | | x | COBC06-10 |
| Adult Mental Health Strategy Update | | | | | | | | | | x | COBC06-10 |
| Public Protection Strategy - Update | | | | | | | | x | | | COBC06-10 |
| Maternity and Neonatal Strategy | | | | | | | | | | x ⁴ | COBC06-10 |
| Primary Care Strategy | x | | | | | | | | | | COBH1-5 |
| Supporting the Delivery of GP Out of Hours in NHS Greater Glasgow and Clyde | x | | | | | | | | | | COBC6/COBC8 |
| Draft Stakeholder Communications and Engagement Strategy 2024-27 | x | | | | | | | | | | COBC6/COBC10 |
| Research and Innovation Strategy | | | | | | | x | | | | COBV13 |
| Feedback, Comments, Complaints and Concerns Annual Report 2023/24 | | | | | | | | | | | COBC6 ⁵ |
| Better Value | 30 April 2024 | 25 June 2024 | 27 August 2024 | 29 October 2024 | 17 December 2024 | 25 February 2025 | | | | | Corporate Objective Coverage |
| NHSGGC Finance Report | x | x | x | x | x | x | | | | | COBV11 |
| Financial Plan 2024/25 | x | | | | | | | | | | COBV11 |
| Capital Plan 2024/25 | x | | | | | | | | | | COBV11 |
| Radionuclide FBC | | | | | | | x | | | | COBV11 |
| Transformation of Specialist Neurosciences, OMFS and Spinal | | | | | | | x | | | | |

⁴ Deferred to December

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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 |
| 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 |