

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Tuesday 26 March 2024
Title:	Board annual cycle of business 2024/2025
Responsible Director:	Claire Burden, Chief Executive
Report Author:	Shona McCulloch, Head of Corporate Governance

1. Purpose

This is presented to the Board for:

- Discussion

This paper relates to:

- Local policy

This aligns to the following NHSScotland quality ambition(s) of:

- Effective

2. Report summary

2.1 Situation

It is good governance practice for the Board and its Committees to have approved annual work plans in place for committee business. The Draft Board work plan showing the annual cycle of business for 2024/25 is attached for assurance and Members endorsement.

2.2 Background

This work plan is largely derived from the role, responsibilities and functions of the NHS Board as defined in the Code of Corporate Governance and from the schedule of items to be considered annually and approved by the NHS Board.

In order to ensure transparency for all Board members and ensure good corporate governance at Board level this is presented to Board, usually in March each year.

2.3 Assessment

The attached Draft work plan is for the Financial Year 2024/25, detailing proposed topics and dates for each. This work plan also builds on the individual governance committee work plans, each of which have been considered and approved by the respective committees.

The review and support of the annual work plan for NHS Board business ensures appropriate governance across all areas and that effective assurances are provided.

It is important to note that this is a dynamic process and items will require to be added or moved to suit business needs.

A complementary schedule of Board Workshop topics is also being developed with the Board Chair and Chief Executive and will be shared in the next few months.

2.3.3 Quality/patient care

There are no quality or patient care implications arising from this paper.

2.3.4 Workforce

There are no workforce implications arising from this paper.

2.3.5 Financial

There are no financial implications arising from this paper.

2.3.6 Risk assessment/management

There are no specific risk implications arising from this paper. Robust forward planning for the Board ensures that all legislative and mandatory reporting requirements are met.

2.3.7 Equality and diversity, including health inequalities

There are no equality or diversity implications arising from this paper.

2.3.8 Other impacts

Best value - the Governance Committee work plans demonstrate vision and leadership and a cohesive approach to governance and accountability at a strategic level.

2.3.9 Communication, involvement, engagement and consultation

There is no duty to engage with external stakeholders.

2.3.10 Route to the meeting

The draft workplan was shared with CMT for comment and updated as required.

2.4 Recommendation

For discussion. The work plan is provided for assurance and Board Members are asked to note and endorse the draft work plan for 2024/25.

3. List of appendices

Appendix 1 – Draft Ayrshire & Arran Board work plan 2024/25.

Ayrshire and Arran NHS Board - Annual workplan 2024-2025

Agenda item/topic	Lead	21-May-24	12-Aug-24	07-Oct-24	02-Dec-24	03-Feb-25	25-Mar-25	Purpose - Assurance	Governance route
Standing items									
Introductory remarks, welcome and apologies	Board Chair	Y	Y	Y	Y	Y	Y		-
Declarations of Interest	Board Chair	Y	Y	Y	Y	Y	Y		-
Minute of previous meeting	Board Chair	Y	Y	Y	Y	Y	Y	Decision	-
Matters arising/rolling action list	Board Chair	Y	Y	Y	Y	Y	Y	Discussion	-
Chair's update report	Board Chair	Y	Y	Y	Y	Y	Y	Verbal	-
Chief Executive's report	CE	Y	Y	Y	Y	Y	Y	Verbal	-
Quality									
Patient Story	ND	Y	Y	Y	Y	Y	Y	Discussion	-
Patient Experience: complaints performance	ND		Y (Q4)	Y (Q1)		Y (Q2)	Y (Q3)	Discussion	HGC
Patient Experience: complaints themes	ND	Y			Y		Y	Discussion	HGC
Patient Experience: complaints annual report 2023/24	ND		Y					Discussion	HGC
Healthcare Associated Infection (HAI) performance	ND	Y (Q3)	Y (Q4)	Y	Y (Q1)	Y	Y (Q2)	Discussion	HGC
Quality and safety: Acute, Maternity, Neonatal, Paediatrics, Mental health (rolling programme)	Lead Dir	Y (MH)	Y (Mat + Acute)	Y (Paed)	Y (MH)	Y (Neo)	Y (Acute)	Discussion	HGC
Quality Strategy implementation assurance - year 1 report	ND					Y			
Corporate Governance									
Annual review of Code of Corporate Governance	HoCG	Y						Decision	ARC
Annual review of Governance Committee ToR	HoCG						Y	Decision	ALL GC
Governance Committee and IJB Membership	HoCG							Decision	-
Board Meeting dates 2025-26	HoCG			Y				Decision	-
Board corporate calendar of meetings 2025-26	HoGC					Y		Decision	-
Board annual cycle of business 2025-26	HoCG						Y	Discussion	-
Committees reporting to NHS Board:									
- Audit & Risk – Chair's report, approved minute	Comm Chair	Y	Y		Y	Y	Y	Discussion	ARC
- Healthcare Governance – Chair's report, approved minute	Comm Chair	Y	Y	Y	Y	Y	Y	Discussion	HGC
- Information Governance – Chair's report, approved minute	Comm Chair	Y		Y	Y		Y	Discussion	IGC
- Integrated Governance – Chair's report, approved minute	Comm Chair	Y	Y		Y		Y	Discussion	IntGC
- Performance Governance – Chair's report, approved minute	Comm Chair	Y		Y	Y	Y	Y	Discussion	PGC
- Staff Governance – Chair's report, approved minute	Comm Chair	Y	Y		Y		Y	Discussion	SGC
- Area Clinical Forum - Chair's report, approved minute	ACF Chair	Y	Y	Y	Y	Y	Y	Discussion	ACF
Annual Assurance Reports - governance committees: ARC / HGC / IGC / IntGC/ PGC / SGC	Board Chair	Y						Discussion	ALL GC
- Annual Report: ACF	ACF Chair	Y						Decision	ACF
- Annual Report: Pharmacy Practices Committee/ToR	Comm Chair	Y						Discussion	Exec Lead

Ayrshire and Arran NHS Board - Annual workplan 2024-2025

Agenda item/topic	Lead	21-May-24	12-Aug-24	07-Oct-24	02-Dec-24	03-Feb-25	25-Mar-25	Purpose - Assurance	Governance route
Corporate Equalities Committee - Annual Report	ND	Y						Discussion	CEC
Medical Education Governance - Annual Report	MD			Y				Discussion	MEGG
Medical Education Governance 6 monthly update report	MD						Y	Discussion	MEGG
Service									
Public Health : Tackling Child Poverty annual report	DPH	Y						Discussion	
Public Health : DPH Annual report	DPH			Y				Discussion	
Primary Care General Medical Services update	HoPUC						Y	Discussion	ALL IJB
Primary Care Urgent Care update	HoPUC						Y	Discussion	ALL IJB
Community Wealth Building - Year two assurance report	Dir T&S			Y				Discussion	
National Covid Inquiries assurance update	MD			Y			Y	Discussion	CMT
Health and Care delivery planning (SG guidance ADP process)	Dir T&S					Y		Awareness	
Performance									
Performance Report	Dir T&S	Y	Y	Y	Y	Y	Y	Discussion	SPOG-PGC
Financial Management Report	DoF	Y (M12)	Y (M3)	Y (M5)	Y (M7)	Y (M9)	Y	Discussion	PGC or CMT
Whistleblowing quarterly performance reports	ND	Y (Q4)	Y (Q1)		Y (Q2)		Y(Q3)	Discussion	SGC
Whistleblowing annual performance report	ND		Y					Discussion	SGC
Health and Care (Staffing) (Scotland) Act 2019 - Quarterly	ND		Y (Q1)					Discussion	SGC; CMT
Ministerial annual review response (date tbc)	Dir T&S							Discussion	-
HSCP/IJB reporting (provisional dates, subject to change):									
EAHSCP Annual 2023-24 Annual Review of Strategic Plan (inc Workforce Plan and Property and Assets Management Plan)	Dir EAHSCP	Y						Discussion	EAIJB
EAHSCP Annual Performance Report 2023-24	Dir EAHSCP			Y				Discussion	EAIJB
NAHSCP Annual Performance Report 2023-24	Dir NAHSCP			Y				Discussion	NAIJB
SAHSCP Annual Performance Report 2023-24	Dir SAHSCP			Y				Discussion	SAIJB
EA Children and Young People's Services Plan 2023-26 update	Dir EAHSCP				Y			Discussion	EAIJB
NA Children and Young People's Services Plan 2023-26 update	Dir NAHSCP				Y			Discussion	NAIJB
SA Children and Young People's Services Plan 2023-26 update	SA HSCP Dir				Y			Discussion	SAIJB
For decision									
Strategic Capital Plan 2025-26	Dir ISS						Y	Decision	PGC
Internal Audit Plan 2025-26	DoF						Y	Decision	ARC
Revenue plan 2025-26	DoF						Y	Decision	PGC
Delivery Plan 2024-25 - approval	Dir T&S	Y						Decision	CMT
Joint Health Protection Plan (JHPP) 2024-26 (updated plan)	DPH		Y					Decision	HGC

Ayrshire and Arran NHS Board - Annual workplan 2024-2025

Agenda item/topic	Lead	21-May-24	12-Aug-24	07-Oct-24	02-Dec-24	03-Feb-25	25-Mar-25	Purpose - Assurance	Governance route
Winter planning 2024-25	Dir T&S			Y				Decision	CMT
Staff and Spiritual Care Strategy	ND		Y					Decision	SGC,HGC
Mainstreaming and equalities report	ND						Y	Decision	CMT
Climate change and sustainability strategy annual report	Dir ISS				Y			Decision	IntGC
TBC - Caring for Ayrshire Whole System Plan	Dir T&S							Decision	CMT-IntGC
TBC - Outcome from review of East, North and South HSCP Integration Schemes	Dir T&S							Decision	IJBs
Risk									
Risk Appetite statement - two yearly review	MD			Y				Decision	ARC
Items for noting									
Board Briefing	CE	Y	Y	Y	Y	Y	Y	Awareness	
EAIJB Minutes	NHS IJB Ch/VC	Y	Y	Y	Y	Y	Y	Awareness	
NAIJB Minutes	NHS IJB Ch/VC	Y	Y	Y	Y	Y	Y	Awareness	
SAIJB Minutes	NHS IJB Ch/VC	Y	Y	Y	Y	Y	Y	Awareness	

Notes:	Glossary:			
Awareness – For Members' information only.	DPH	Director of Public Health	ACF	Area Clinical Forum
Discussion – Examine and consider the implications of a matter.	Dir T&S	Director of Transformation and Sustainability	ToR	Terms of Reference
Decision – Reaching a conclusion after the consideration of options.	Dir ISS	Director of Infrastructure and Support Services	HSCP	Health and Social Care Partnership
	MD	Medical Director	IJB	Integration Joint Board
	ND	Nurse Director	EA	East Ayrshire
	DoF	Director of Finance	NA	North Ayrshire
	HRD	Human Resource Director	SA	South Ayrshire
	HoPUC	Head of Primary and Urgent Care Services	HoCG	Head of Corporate Governance
	VC	Vice Chair		

Agenda item/topic	Lead	23-May-2023
Standing items		
Introductory remarks, welcome and apologies	Board Chair	x
Declarations of Interest	Board Chair	x
Minute of previous meeting	Board Chair	x
Matters arising/rolling action list	Board Chair	x
Chair's update report	Board Chair	x
Chief Executive's update report	Chief Executive	x
Quality		
Patient Story	Nurse Director	x
Patient Experience: complaints performance and themed updates	Nurse Director	x
Healthcare Associated Infection (HAI)	Nurse Director	x
Quality and safety : Acute, Maternity, Neonatal and paediatrics, Mental health (rolling programme)		x
Patient experience: Complaints Annual Report	Nurse Director	
Corporate Governance		
Audit & Risk Committee Chairs report and minutes	Committee Chair	x
Healthcare Governance Committee Chairs report and minutes	Committee Chair	x
Information Governance. Committee Chairs report and minutes	Committee Chair	x
Integrated Governance Committee Chairs report and minutes	Committee Chair	x
Performance Governance Committee Chairs report and minutes	Committee Chair	x
Staff Governance Committee Chairs report and minutes	Committee Chair	x
Board annual cycle of business	Board Chair	x
Governance Committee Annual Reports:		
Audit and Risk Committee		x
Healthcare Governance Committee		x
Information Governance Committee		x
Integrated Governance Committee		x
Performance Governance Committee		x
Staff Governance Committee		x
Professional Committee Annual Reports and ToRs		
Pharmacy Practices Committee Annual Report and ToR		
Medical Education Governance Annual Report	Medical Director	
Equality and Diversity Mainstreaming report update	Nurse Director	
Property and Asset Management Strategy (PAMS) – Annual Review and Update	Director ISS	
Review of Governance Committee and Integration Joint Board membership	HoCG	
Board calendar of meetings	HoCG	
Service		
EA Children and Young People's Services Plan		
NA Children and Young People's Services Plan		
SA Children and Young People's Services Plan		
Strategic Capital Plan 2021-22	Director Infrastructure and Support Services	
HMP Kilmarnock Health Needs Assessment	Director EAHSCP	
Child Poverty	DPH	
PERFORMANCE ITEMS		
Financial Management Report	Director of Finance	
Performance Report	Director of Transformation and Sustainability	
Internal Audit Plan 2021-22	Director of Finance	
EAIJB Annual Review of Strategic Plan, Workforce Plan and Property and Assets Management Plan	EA HSCP Director	
SAIJB Annual Review of Strategic Plan	SA HSCP Director	
NAIJB Annual Review of Strategic Plan	NA HSCP Director	
For decision		
Internal audit plan	DoF	

ITEMS FOR NOTING		
Board Briefing	Chief Executive	
EAIJB Minutes	NHS IJB Chair/VC	
NAIJB Minutes	NHS IJB Chair/VC	
SAIJB Minutes	NHS IJB Chair/VC	
ANY OTHER BUSINESS		
Date and Time of Next Meeting		X

27/06/2023 Private	14-Aug-2023	09-Oct-2023	04-Dec-2023	05-Feb-2024	25-Mar-2024	Purpose
x	x	x	x	x	x	Information
x	x	x	x	x	x	Information
	x	x	x	x	x	Approval
	x	x	x	x	x	Discussion
	x	x	x	x	x	Discussion
	x	x	x	x	x	Discussion
	x	x	x	x	x	Discussion
	x	x	x	x	x	Discussion
	x	x	x	x	x	Discussion
	x	x	x	x	x	Information
	x					Information
	x	x	x	x	x	Information
	x	x	x	x	x	
	x	x	x	x	x	Information
	x	x	x	x	x	
	x	x	x	x	x	Information
	x	x	x	x	x	Information
					x	Information
						Approval
						Approval
						Approval
						Approval
						Approval
						Approval
	x1					Approval
						Awareness
						Discussion
						Approval
						Approval
						Approval
	x					
	x					Discussion/Noting
						Discussion/Noting
						Approval
						Approval
						Discussion
						Discussion
						Discussion

						Information
						Information
						Information
						Information
X	X	X	X	X	X	Information