

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Tuesday 23 May 2023
Title:	Board annual cycle of business/workplan 2023/2024
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 workplan showing the annual cycle of business for 2023-2024 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 previous years an extract from the Board work plan has been submitted to Integrated Governance Committee for awareness. In order to ensure transparency for all Board members and ensure good corporate governance at Board level this will now be presented to Board, usually in March each year.

2.3 Assessment

The attached Draft work plan is for the Financial Year 2023/24, 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 as issues arise. Alterations to dates for papers to be presented will be annotated to ensure transparency.

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 has not been considered by any other groups.

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 2023/24.

3. List of appendices

Appendix 1 – Draft Ayrshire & Arran Board work plan 2023-2024.

Agenda item/topic	Lead	23-May-2023	27-Jun-2023 ⁴	14-Aug-2023	09-Oct-2023	04-Dec-2023	05-Feb-2024	25-Mar-2024	Purpose
Standing items									
Introductory remarks, welcome and apologies	Board Chair	Y	Y	Y	Y	Y	Y	Y	
Declarations of Interest	Board Chair	Y	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 and themed updates	ND			Y (Q4)	Y (Q1)	Y	Y (Q2)	Y	Discussion
Healthcare Associated Infection (HAI)	ND	Y		Y	Y	Y	Y	Y	Discussion
Quality and safety: Acute, Maternity, Neonatal, Paediatrics, Mental health (rolling programme)	Lead Dir	Y (Acute)		Y (Paed)	Y (MH)	Y (Neo)	Y (MH)	Y (Mat)	Awareness
Patient experience Annual Report 2022-23	ND			Y					Discussion
NMAHP Strategy	ND			Y					Decision
Corporate Parenting Strategy (<i>submission date to be confirmed</i>)	ND								Decision
Quality Strategy	ND			Y					Decision
Corporate Governance									
Annual review of Code of Corporate Governance	HoCG	Y							Decision
Annual review of Governance Committee ToR	HoCG							Y	Decision
Review of Governance Committee and IJB Membership	HoCG	Y						Y	Decision
Board Meeting dates 2024-25	HoCG				Y				Decision
Board corporate calendar of meetings	HoGC						Y		Awareness
Board annual cycle of business/workplan	HoCG	Y						Y	Awareness
Committees reporting to NHS Board:									
- Audit & Risk – Chair's report and minutes	Committee Chair	Y		Y		Y	Y	Y	Awareness
- Healthcare Governance – Chair's report and minutes	Committee Chair	Y		Y	Y	Y	Y	Y	Awareness
- Information Governance – Chair's report and minutes	Committee Chair	Y			Y	Y		Y	Awareness
- Integrated Governance – Chair's report and minutes	Committee Chair	Y		Y		Y		Y	Awareness
- Performance Governance – Chair's report and minutes	Committee Chair	Y		Y	Y	Y	Y	Y	Awareness
- Staff Governance – Chair's report and minutes	Committee Chair	Y		Y		Y		Y	Awareness
- Annual Reports - Governance Committees 2022-23: ARC / HGC / IGC / IntGC/ PGC / SGC	Board Chair	Y							Awareness
- Annual Report: Professional Committee and ToR 2022-23	ACF Chair			Y ¹					Decision
- Annual Report: Pharmacy Practices Committee / ToR 2022-23	Committee Chair								Awareness
- Annual Report: Corporate Equalities Committee 2022-23	ND	Y							Awareness
- Annual Report: Medical Education Governance 2022-23	MD			Y ¹					Awareness
- Medical Education Governance 6 monthly update report	MD					Y			Awareness

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Service									
Public Health : Tackling Child Poverty annual report	DPH			Y ¹					Awareness
DPH Annual report – Chapters (dates subject to change):									
- Mental Health	DPH				Y				Awareness
- Diabetes, CHD & Obesity	DPH					Y			Awareness
- Migrant Screening, SHBBV	DPH						Y		Awareness
Primary Care Dental Services update	HoPUC				Y				Awareness
Primary Care General Medical Services update	HoPUC					Y			Awareness
Primary and Urgent Care update	HoPUC					Y			Awareness
Community Wealth Building - Year one assurance report	Dir T&S				Y				Awareness
National Covid Enquiries assurance update	MD				Y				Awareness
SG guidance on annual delivery plan process <i>(time dependent on receipt of guidance from SG)</i>	Dir T&S								Awareness
Winter planning for 2023-24 TBC	TBC								Discussion
Performance items									
Financial Management Report	DoF	Y		Y	Y	Y	Y	Y	Discussion
Performance Report	Director T&S	Y		Y	Y	Y	Y	Y	Discussion
Whistleblowing quarterly performance reports	ND	Y (Q4)		Y (Q1)		Y(Q2)		Y(Q3)	Discussion
Whistleblowing annual performance report	ND			Y					Discussion
Ministerial annual review response <i>(time dependent following Annual Review)</i>	Dir T&S								
Climate emergency and sustainability annual report TBC	Dir ISS								
HSCP/IJB reporting (provisional dates, subject to change)									
EAHSCP Annual 2022-2023 Annual Review of Strategic Plan (inc Workforce Plan and Property and Assets Management Plan)	Dir EAHSCP	Y							Discussion
EAHSCP Annual Performance Report 2022-23	Dir EAHSCP					Y			Awareness
NAHSCP Annual Performance Report 2022-23	Dir NAHSCP					Y			Awareness
SAHSCP Annual Performance Report 2022-23	Dir SAHSCP					Y			Awareness
EA Children and Young People's Services Plan	Dir EAHSCP					Y			Awareness
NA Children and Young People's Services Plan	Dir NAHSCP					Y			Awareness
SA Children and Young People's Services Plan	SA HSCP Dir					Y			Awareness
For decision									
Strategic Capital Plan 2023-24	Dir ISS	Y ³							Decision
Annual Delivery Plan 2023-24	Dir T&S			Y ²					Decision
Risk Management Strategy 2023-2026	MD	Y							Decision
National Treatment Centre – Full Business Case	Dir Acute	Y							Decision
SACT Outcome of consultation to inform decision-making process	DoF			Y					Decision
Internal Audit Plan 2024-25	DoF							Y	Decision
Revenue plan 2024-25	DoF							Y	Decision
Strategic Capital Plan 2024-25	Dir ISS							Y	Decision
Risk									
Strategic Risk Register	MD		Y ⁴			Y ⁴			Discussion
Annual Accounts									

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External audit annual report 2022/2023	DoF		Y ⁴						Discussion
Annual audit assurance statement 2022/2023	DoF		Y ⁴						Discussion
Annual Accounts for 2022/2023	DoF		Y ⁴						Decision
Letter of management representation	DoF		Y ⁴						Decision
Items for noting									
Board Briefing	CE	Y		Y	Y	Y	Y	Y	Awareness
EAIJB Minutes	NHS IJB Chair/VC	Y		Y	Y	Y	Y	Y	Awareness
NAIJB Minutes	NHS IJB Chair/VC	Y		Y	Y	Y	Y	Y	Awareness
SAIJB Minutes	NHS IJB Chair/VC	Y		Y	Y	Y	Y	Y	Awareness

Beyond 2023-24	Lead	Timescale
Mainstreaming and equalities report	ND	every two years, therefore March 2025
Board Risk Appetite Statement	MD	every two years, therefore October 2024
NHS AA Workforce Plan	HRD	current plan 2022-2025, therefore October 2025
Joint Health Protection Plan (JHPP) 2022-24	DPH	current plan 2022-24 therefore August 2024
NAHSCP Strategic Commissioning plan	Dir NAHSCP	current plan 2022-2030 therefore March 2030
EAHSCP Stragic plan	Dir EAHSCP	current plan 2021-2030 therefore March 2030
SAHSCP Strategic plan	Dir SAHSCP	current plan 2021-2024 therefore March 2024

Notes:

- ¹ deferred from May meeting
- ² dependent on SG Decision date
- ³ deferred from March meeting
- ⁴ in Private meeting

Glossary:

DPH	Director of Public Health	ACF	Area Clinical Forum
Dir T&S	Director of Transformation and Sustainability	ToR	Terms of Reference
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 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		