

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 31 March 2025
Title:	Board annual cycle of business 2025/2026
Responsible Director:	Claire Burden, Chief Executive
Report Author:	Shona McCulloch, Head of Corporate Governance

1. Purpose

This is presented to the Board for:

- Decision

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 financial year 2025/26 is attached for approval.

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 2025/26, 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 is submitted directly to the NHS Board. In drafting the plan there is engagement with service and business managers as required.

2.4 Recommendation

For decision. The Board is asked to approve the draft workplan for 2025/26, noting that the plan will remain iterative and be updated throughout the year as Board business requires.

3. List of appendices

Appendix 1 – Draft Ayrshire & Arran Board work plan 2025/26.

Agenda item/topic	Lead	02-Jun-25	24-Jun-25 Private	11-Aug-25	06-Oct-25	08-Dec-25	09-Feb-26	07-Apr-26	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	-
Patient story	Director	Y		Y	Y	Y	Y	Y	Discussion	
Performance Governance										
Performance Governance – Chair's report, approved minute	Comm Chair	Y		Y	Y	Y	Y	Y	Discussion	PGC
Performance Report	Dir T&S	Y		Y	Y	Y	Y	Y	Discussion	PGC
Financial Management Report	DoF	Y		Y	Y	Y	Y	Y	Discussion	PGC
Revenue plan 2025-26	DoF	Y							Decision	PGC
Delivery Plan 2025-26	Dir T&S			Y					Decision	CMT
Healthcare Governance										
Healthcare Governance – Chair's report, approved minute	Comm Chair	Y		Y	Y	Y	Y	Y	Discussion	HGC
Patient Experience: complaints quarterly performance	ND	-		Y	Y	-	Y	Y	Discussion	HGC
Patient Experience: complaints annual report 2024/25	ND			Y					Discussion	HGC
Healthcare Associated Infection (HAI) quarterly performance	ND	Y		Y	-	Y	-	Y	Discussion	HGC
Quality and safety: Acute, Maternity, Neonatal, Paediatrics, Mental health (rolling programme)	Lead Dir	Y		Y	Y	Y	Y	Y	Discussion	HGC
Board Governance and Strategy										
Board governance										
Annual review of Code of Corporate Governance	HoCG				Y				Decision	ARC
Annual review of Governance Committee ToR	HoCG							Y	Decision	All CG
Governance Committee and IJB Membership - as required	HoCG								Decision	-
Board Meeting dates 2026-27	HoCG					Y			Decision	-
Board corporate calendar of meetings 2026-27	HoGC						Y		Decision	-
Board annual cycle of business/workplan 2026-27	HoCG							Y	Decision	-
NHS Scotland Blueprint for Good Governance improvement plan	Board Chair	Y								
Committees of the Board										
Annual Assurance Reports - governance committees: ARC / HGC / IGC / IntGC/ PGC / SGC	Board Chair	Y							Discussion	All CG

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Information Governance – Chair’s report, approved minute	Comm Chair	Y			Y	Y		Y	Discussion	IGC
Integrated Governance – Chair’s report, approved minute	Board Chair	Y		Y		Y		Y	Discussion	IntGC
Pharmacy Practices Committee Annual Report & ToR	Dir EAHSCP	Y							Discussion	Exec Lead
Corporate Equalities Committee - Annual Report	ND / HRD	Y							Discussion	CEC
Medical Education Governance 6 monthly update report	MD							Y	Discussion	MEGG
Medical Education Governance - Annual Report	MD				Y				Discussion	MEGG
ACF reporting and ToR	ACF Chair	Y							Decision	ACF
Strategy										
Caring for Ayrshire Whole System Plan - TBC	Dir T&S	Submission date to be agreed once agreed with Scottish Government							Decision	CMT-ARC
Annual Delivery plan 2025/26 - TBC	Dir T&S	Submission date to be agreed once agreed with Scottish Government							Decision	TBC
Annual Delivery plan - SG guidance on 2026/27 ADP process	Dir T&S	Submission date to be agreed when guidance received from Scottish Government							Awareness	
Critical Care interim changes - update from review of position	Dir Acute	Y							Discussion	
Strategic Capital Plan 2026-27	Dir ISS							Y	Decision	PGC
Climate Emergency and Sustainability Annual Report	Dir ISS						Y		Decision	IntGC
Community Wealth Building/Anchor institution annual assurance report (Yr 3)	Dir T&S				Y				Discussion	CMT
Strategic planning, commissioning and delivery of HSC Services - review outcome of East, North, South Integration Schemes	Dir T&S	Date to be agreed once review of Integration Schemes completed							Decision	IJBs
Public Health : Tackling Child Poverty annual report	DPH			Y					Discussion	
Public Health : DPH Annual report	DPH			Y					Discussion	
Audit and Risk										
Audit & Risk – Chair’s report, approved minute	Comm Chair	Y		Y	Y	Y	Y	Y	Discussion	ARC
Internal Audit Plan 2026-27	CE							Y	Decision	ARC
Risk Appetite statement	CE				Y				Decision	ARC
Staff Governance										
Staff Governance – Chair’s report, approved minute	Comm Chair	Y		Y		Y		Y	Discussion	SGC
Whistleblowing quarterly performance reports	ND	Y			Y	Y		Y	Discussion	SGC
Whistleblowing annual performance report	ND			Y					Discussion	SGC
Health and Care (Staffing) (Scotland) Act 2019	ND	Y		Y	-	Y	-	Y	Discussion	SGC
Workforce Plan update	HRD				Y				Discussion	SGC
IJB/HSCP reporting										
Primary Care General Medical Services update	Dir EAHSCP				Y			Y	Discussion	ALL IJB
Primary Care Urgent Care update	Dir EAHSCP				Y			Y	Discussion	ALL IJB
SA IJB Strategic Plan Refresh	Dir SAHSCP	Y							Discussion	SAIJB

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EAHSCP Annual Performance Report 2024-25	Dir EAHSCP				tbc				Discussion	EAIJB
NAHSCP Annual Performance Report 2024-25	Dir NAHSCP				tbc				Discussion	NAIJB
SAHSCP Annual Performance Report 2024-25	Dir SAHSCP				tbc				Discussion	SAIJB
EA Children and Young People's Services Plan 2023-26 update	Dir EAHSCP				tbc				Discussion	EAIJB
NA Children and Young People's Services Plan 2023-26 update	Dir NAHSCP				tbc				Discussion	NAIJB
SA Children and Young People's Services Plan 2023-26 update	Dir SAHSCP				tbc				Discussion	SAIJB
Items for noting										
Board Briefing	CE	Y		Y	Y	Y	Y	Y	Awareness	
EAIJB Minutes	NHS IJB	Y		Y	Y	Y	Y	Y	Awareness	
NAIJB Minutes	NHS IJB	Y		Y	Y	Y	Y	Y	Awareness	
SAIJB Minutes	NHS IJB	Y		Y	Y	Y	Y	Y	Awareness	
Private Meetings										
Standing items										
Declarations of Interest	Board Chair		Y						-	
Minute of previous meeting	Board Chair		Y						Decision	
Annual Accounts										
External audit annual report 2024-25	DoF		Y						Discussion	ARC
Annual audit assurance statement 2024-25	DoF		Y						Discussion	ARC
Annual Accounts for 2024-25	DoF		Y						Decision	ARC
Letter of management representation	DoF		Y						Decision	ARC
Strategic Risk										
Strategic Risk Register - full	CE		Y						Discussion	ARC

Beyond 2025-26	Lead
Joint Health Protection Plan 2024-26 (every two years therefore August 2026)	DPH

Notes:
Awareness – For Members' information only.
Discussion – Examine and consider the implications of a matter.
Decision – Reaching a conclusion after the consideration of options.