# Ref: GJF/2017/09/13

# GJF LogoBoard Meeting: 14 September 2017

**Subject:** Golden Jubilee Foundation

Annual Review 2016/17 and associated Self Assessment

**Recommendation:** Members are asked to discuss the arrangements for the Board’s 2016/17 Annual Review.

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## 1 Background

The Golden Jubilee Foundation Annual Review for the year 2016/17 will take place on 23 October 2017. This year’s ministerial review is scheduled to be chaired by Shona Robison, Cabinet Secretary for Health and Sport. Our theme for the Review will be Innovation.

In line with previous years, the Board is required to submit a self-assessment and ‘at a glance’ handout to Scottish Government ahead of the review date. The self assessment will be presented to SMT for approval ahead of submission to Scottish Government on 9 October 2017.

## 2 Self Assessment

The self assessment will be submitted to the Scottish Government based on performance in 2016/17. It will also provide an update of our progress to date and our plans for the future.

The self assessment documents will provide progress against the headings noted below for the full year 2016/17, as well as highlight key priorities for this year and beyond:

* Performance against action points from the 2016 Annual Review including progress on the expansion programme;
* Person-centred – Delivery of wait times, complaints and feedback and the person-centred programme activity;
* Safe – Adverse events, Scottish Patient Safety Programme (SPSP) and healthcare associated infections (HAI) performance;
* Effective – Finance and workforce performance; and
* Partnership Forum Self-Assessment.

## 3 Indicative Programme for the Annual Review Day

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| **Time** | **Details** | **Venue** | **Time allocated** |
| 09.30 | **Arrival and Welcome**  SGHSCD officials, Chair, Chief Executive | Zaza Room | 15 mins |
| 09.45 | **Meeting with Partnership Forum** | Clyde Room | 30 mins |
| 10.15 | **Meeting with Patients**  Meeting with SGHSCD Officials | Dalhanna Room | 45 mins |
| 11.00 | **Innovation Showcase Tour** | Site tour | 45 mins |
| 11.45 | **Pre-meeting Minister with SGHSCD Officials** | Zaza Room | 15 mins |
| 12.00 | **Annual Review Public Session** | Arcoona1 | 45 mins |
| 13.00 | **Lunch** | Waterhouse Restaurant | 45 mins |
| 13.45 | **Annual Review Private Session** | Dalhanna Room | 30 mins |

Our Annual Review will once again be publicised through our communication channels and key stakeholders such as the Scottish Health Council. Patients are currently being invited to take part in the dedicated meeting with the Cabinet Secretary. A general invite to the public session will be distributed in early September onwards, along with a call for questions.

The whole event will have a theme of Innovation that will be woven through aspects of the day, for example, the tour will focus on staff and digital innovations/continuous improvements. We will also be taking the opportunity to launch the ‘I:stand for innovation’ campaign with the staff involved in the campaign being invited to the lunch (in addition to our 15 years service staff).

The Public session will once again feature a video presentation. This will cover elements such as our 15 year anniversary, last year’s performance and future plans. Once again, the theme of Innovation will be thread throughout the video.

## 4 Conclusion

The Board is asked to discuss the arrangements for the 2016/17 Annual Review.

**Jill Young**

**Chief Executive**

**September 2017**

(Sandie Scott, Head of Corporate Affairs)

(Julie King, Performance and Improvement Manager)