

**HIGHLAND NHS BOARD
 MEETING OF BOARD**

Tuesday 28 May 2024 at 9.30am
Virtual Meeting Format (Microsoft Teams)

- **All Board Member cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution 21 May 2024

AGENDA

Time	1.	Standing Items	
09:30	1.1	Welcome and Apologies	
	1.2	Declarations of Conflict of Interest Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
09:35	1.3	Minute of Previous meeting of 26 March 2024 and Action Plan The Board is asked to approve the minutes of meeting of 26 March 2024 and note the action plan.	PP.1-9 & Excel Sheet
09:40	1.4	Matters Arising	
09:45	2.	Chief Executive's Report – Update on Emerging Issues Fiona Davies, Chief Executive The Board is asked to Note the Chief Executive's report.	PP.10-12
10:00	3	Governance and other Committee Assurance Reports Escalation of issues by Chairs of Governance Committees	
	a)	Clinical Governance Committee of 2 May 2024	PP.250-262
	b)	Finance, Resources and Performance Committee 12 April and 3 May 2024	PP.13-29
	c)	Staff Governance Committee of 7 May 2024	Verbal Update
	d)	Highland Health and Social Care Committee of 8 May 2024	PP.241-249
	e)	Audit Committee of 21 May 2024	PP.263-272
	f)	Argyll & Bute IJB 27 March 2024	PP.30-35
		The Board is asked to: (a) Confirm adequate assurance has been provided from Board Governance Committees, and (b) Note the minutes and agreed actions from the Argyll and Bute Integration Joint Board.	

PERFORMANCE AND ASSURANCE

10:30	4	Integrated Performance and Quality Report Report by Lorraine Cowie on behalf of David Park, Deputy Chief Executive Assurance Level Proposed – Limited The Board is asked to: (a) Take Limited Assurance from the report and Note the continued and sustained pressures facing both NHS and Commissioned Care Services. (b) Consider the level of performance across the system.	PP.36-88
11:15		<u>COMFORT BREAK</u>	
11:30	5	Finance Assurance Report – Month 12 Draft Position Report by Heledd Cooper, Director of Finance Assurance Level Proposed – Moderate The Board is asked to: (a) Take Moderate Assurance from the report. (b) Examine the draft Month 12 financial position for 2023/2024 and Consider the implications of the matter.	PP.209-226
11:50	6	NHS Highland Financial Plan 2024/25 Report by Heledd Cooper, Director of Finance Assurance Level Proposed – Limited The Board is asked to: (a) Take Limited Assurance from the report and Acknowledge the challenge of delivering a 3% recurrent savings plan and delivering a balanced Adult Social Care budget. (b) Agree the proposed budget with a £22.2m gap from the brokerage cap and commitment to reduce the gap throughout the year.	PP.227-240
12:20	7	Annual Delivery Plan Verbal Update by Lorraine Cowie on behalf of David Park, Deputy Chief Executive	Verbal Update
13:00		<u>LUNCH BREAK</u>	
13:30	8	Highland Child Poverty Action report Report by Cathy Steer on behalf of Dr Tim Allison, Director of Public Health Assurance Level Proposed – Limited The Board is asked to take limited assurance . An update report for 2023/24 will be developed by Autumn 2024. It will identify the actions that NHS Highland intend to take to impact child poverty based on the four priority areas outlined in the report. This report will provide assurance for 2023/24 to ensure that NHS Highland meets the requirements of the Child Poverty (Scotland) Act.	PP.89-117

CORPORATE GOVERNANCE

13:45	9	Quarter 4 Whistleblowing Report	PP.118-122
		<p>Report by Gareth Adkins, Director of People and Culture</p> <p>Assurance Level Proposed – Moderate</p> <p>The Board is asked to:</p> <ul style="list-style-type: none"> (a) Take moderate assurance from the report and (b) Note the content of the report and that it provides confidence of compliance with legislation, policy and Board objectives noting further work to improve processes. 	
14:00	10	Revisions to Standing Financial Instructions	PP.123-148
		<p>Report by Ruth Daly on behalf of Heledd Cooper, Director of Finance</p> <p>Assurance Level Proposed – Substantial</p> <p>The Board is asked:</p> <ul style="list-style-type: none"> (a) Take substantial assurance from the report and (b) Approve the revisions to the Standing Financial Instructions as recommended by the Audit Committee. (c) Note that a fully revised version of SFI's will be incorporated into the Code of Corporate Governance and uploaded to the web once fully agreed. 	
14:10	11	Corporate Risk Register	PP.149-167
		<p>Report by Lorraine Cowie, on behalf of Dr Boyd Peters, Medical Director</p> <p>Assurance Level Proposed – Substantial</p> <p>The Board is asked:</p> <ul style="list-style-type: none"> (a) Take substantial assurance from the report and (b) Note the content of the report and that it provides confidence of compliance with legislation, policy and Board objectives noting further work to improve processes. (c) Examine and Consider the evidence provided and provide final decisions on the risks that are recommended to be closed and/or added. 	
14:20	12	Governance Committees Annual Reports	PP.168-196
		<p>Report by Ruth Daly, Board Secretary, on behalf of Sarah Compton Bishop, Board Chair</p> <p>Assurance Level Proposed – Substantial</p> <p>As part of the Annual Accounts process the Board's Governance Committees produce Annual Reports of their activity throughout the year and an assessment of how well they have discharged their assurance role.</p> <p>The annual reports were submitted to the Audit Committee on 21 May 2024 evidencing that governance processes have been followed.</p> <p>The Board is asked to:</p> <ul style="list-style-type: none"> (a) Take substantial assurance from the report and (b) Note that the Annual Reports were approved by the Audit Committee on 21 May 2024. 	

		(c) Approve the Annual Reports which form a key part of the evidence in support of the Board's Annual Accounts Governance Statement.	
14:25	13	Community Empowerment Act – Annual Reports	PP.197-208
		Report by Ruth Daly, Board Secretary, on behalf of Fiona Davies, Chief Executive Assurance Level Proposed – Substantial (a) Asset Transfer (b) Public Participation Requests The Board is asked to take substantial assurance and approve the Annual Reports.	PP.200-203 PP.204-208
14:30	14	Register of Members Interests	
		Report by Ruth Daly, Board Secretary, on behalf of Sarah Compton Bishop, Board Chair The Highland NHS Board Code of Conduct was formally adopted by the Scottish Ministers from 1 May 2014. Under its terms, Board Members are required to Register their interests in the Highland NHS Board Register. An exercise to update the register has now been undertaken and the formal Highland NHS Board Register is kept available at the Board's offices for public inspection and is available on the NHS Highland web: Public Register The Board is asked to Note the 2024-25 Register of Board Member Interests.	
14:40	15	Any other Competent Business	
		Date & Time of Next Meeting	
		25 June 2024	
14:45		Close of meeting	