

**HIGHLAND NHS BOARD  
 MEETING OF BOARD**

**Tuesday 24 September 2024 at 9.30am**  
**Virtual Meeting Format (Microsoft Teams)**

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

Distribution 17 September 2024

**AGENDA**

| Time  | 1.  | Standing Items   |                          |
|-------|-----|--|--------------------------|
| 09:30 | 1.1 | <b>Welcome and Apologies</b>   |                          |
|       | 1.2 | <b>Declarations of Interest</b><br>Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is financial or non-financial and include some information on its nature. Advice may be sought from the Board Secretary's Office prior to the meeting taking place. |                          |
| 09:35 | 1.3 | <b>Minute of Previous meeting of 30 July 2024 and Action Plan</b><br>The Board is asked to <b>approve</b> the minutes of meeting of 30 July 2024 and <b>note</b> the action plan.  | PP.1-11 &<br>Excel Sheet |
| 09:40 | 1.4 | <b>Matters Arising</b>   |                          |
| 09:45 | 2.  | <b>Chief Executive's Report</b><br>Fiona Davies, Chief Executive<br><br>The Board is asked to <b>Note</b> the update.  | PP.192-194               |
| 10:00 | 3   | <b>Governance and other Committee Assurance Reports<br/>           Escalation of issues by Chairs of Governance Committees</b>   |                          |
|       | a)  | Finance, Resources and Performance Committee 9 August and 6 September 2024   | PP.12-22                 |
|       | b)  | Staff Governance Committee of 3 September 2024   | PP.23-31                 |
|       | c)  | Highland Health and Social Care Committee of 4 September 2024  | PP.32-42                 |
|       | d)  | Clinical Governance Committee of 5 September 2024  | PP.212-225               |
|       | e)  | Audit Committee of 10 September 2024   | PP.162-167               |
|       | f)  | Area Clinical Forum of 29 August 2024  | PP.43-50                 |
|       |     | The Board is asked to:<br><br>(a) <b>Confirm</b> adequate assurance has been provided from Board Governance Committees, and<br>(b) <b>Note</b> the minutes of the Area Clinical Forum.   |                          |

**PERFORMANCE AND ASSURANCE**

|       |    |  |            |
|-------|----|--|------------|
| 10:30 | 4. | <b>Integrated Performance and Quality Report</b><br>Report by Lorraine Cowie on behalf of David Park, Deputy Chief Executive<br><br><b>Assurance Level Proposed – Moderate</b> | PP.226-314 |
|-------|----|--|------------|

|              |            |   |                        |
|--------------|------------|---|------------------------|
|              |            | <p>The Board is asked to:</p> <p>(a) <b>Note</b> the content of the report and take <b>moderate assurance</b> due to improved performance on annual delivery plan targets and/or National targets</p> <p>(b) <b>Consider</b> the level of performance across the system and direct any action through the appropriate governance committee.</p>   |                        |
| <b>11:00</b> |            | <b>Comfort Break</b>  |                        |
| <b>11:15</b> | <b>5.</b>  | <b>Finance Assurance Report – Month 4 Position</b>  | PP.51-71               |
|              |            | <p>Report by Heledd Cooper, Director of Finance</p> <p><b>Assurance Level Proposed – Limited</b></p> <p>The Board is asked to <b>Examine</b> and <b>Consider</b> the implications of the report and take <b>limited assurance</b>.</p>  |                        |
| <b>12:00</b> | <b>6.</b>  | <b>Urgent and Unscheduled Care Plan (Delayed Discharge Mission)</b>   | PP.168-178             |
|              |            | <p>Report by Pam Cremin, Chief Officer, Highland Health and Social Care Partnership and Katherine Sutton, Chief Officer, Acute</p> <p><b>Assurance Level Proposed – Limited</b></p> <p>The Board is asked to <b>Note</b> the content of the report and take <b>limited assurance</b>.</p>   |                        |
| <b>12:30</b> |            | <b>LUNCH BREAK</b>  |                        |
| <b>13:00</b> | <b>7.</b>  | <b>National Care Service Consultation response</b>  | PP.179-191             |
|              |            | <p>Report by Gareth Adkins, Director of People and Culture</p> <p>The Board is asked to:</p> <p>(a) <b>Note</b> the response submitted on behalf of the Board to the Stage 2 Consultation on the NCS Bill, and</p> <p>(b) <b>Note</b> that further updates will come forward to future meetings of the board.</p>   |                        |
| <b>13:15</b> | <b>8.</b>  | <b>Whistleblowing Standards Quarter One Report 2024-25</b>  | PP.72-77               |
|              |            | <p>Report by Gareth Adkins, Director of People and Culture</p> <p><b>Assurance Level Proposed – Moderate</b></p> <p>The Board is asked to take <b>moderate assurance</b> based on the content and format of the Quarter One whistleblowing report which demonstrates compliance with our reporting requirements under the standards and <b>Note</b> the challenges with timescales due to the complexity of cases and investigations.</p> |                        |
| <b>13:30</b> | <b>9</b>   | <b>Health and Care (Staffing) Act 2019 Quarter One Report 2024-25</b>   | PP.78-104 & Excel File |
|              |            | <p>Report by Gareth Adkins, Director of People and Culture</p> <p><b>Assurance Level Proposed – Moderate</b></p> <p>The Board is asked to: <b>Review</b> and <b>Scrutinise</b> the content of the report and take <b>moderate assurance</b>.</p>  |                        |
| <b>13:45</b> | <b>10.</b> | <b>Corporate Risk Register</b>  | PP.195-211             |
|              |            | Report by Dr Boyd Peters, Medical Director  |                        |

|              |            |  |            |
|--------------|------------|--|------------|
|              |            | <p><b>Assurance level proposed - Substantial</b></p> <p>The Board is asked to:</p> <p>(a) Take <b>substantial assurance</b> and <b>Note</b> the content of the report provides confidence of compliance with legislation, policy and Board Objectives.</p> <p>(b) <b>Approve</b> the downgrade of Risk 715 (impact of COVID on health outcomes) from the Board risk register to the public health directorate risk register.</p>   |            |
| <b>14:00</b> | <b>11.</b> | <p><b>British Sign Language plan</b></p> <p>Report by Susan Birse and Naomi Watson on behalf of Dr Tim Allison, Director of Public Health</p> <p><b>Assurance level proposed - Moderate</b></p> <p>The Board is asked to <b>Review</b> and <b>Endorse</b> the proposed British Sign Language plan and take <b>moderate assurance</b>.</p>  | PP.105-129 |
| <b>14:10</b> | <b>12.</b> | <p><b>Highland Charter for Climate, Nature and Health</b></p> <p>Report by Richard MacDonald, Director of Estates, Facilities and Capital Planning</p> <p>The Board is asked to <b>Endorse</b> the signing by NHS Highland of the Highland Charter for Climate Nature and Health, along with the expressed pledge to fulfil and report on obligations as set out in the NHS Scotland climate emergency and sustainability strategy and take <b>Moderate</b> assurance.</p> | PP.130-138 |
| <b>14:20</b> | <b>13.</b> | <p><b>Revisions to Committee Terms of Reference</b></p> <p>Report by Ruth Daly, Board Secretary, on behalf of Gareth Adkins, Director of People and Culture</p> <p><b>Assurance Level Proposed – Substantial</b></p> <p>The Board is asked to <b>Agree</b> changes to the Audit Committee and FRP Committee Terms of Reference to realign the governance route of the Resilience Committee and correct a typographical error on the Staff Governance ToR.</p>              | PP.139-154 |
| <b>14:25</b> | <b>14.</b> | <p><b>Board and Committee Meetings timetable 2025-27</b></p> <p>Report by Ruth Daly, Board Secretary, on behalf of Sarah Compton-Bishop, Board Chair</p> <p><b>Assurance Level Proposed – Substantial</b></p> <p>The Board is asked to take <b>substantial assurance</b> and <b>agree</b> the Board and Committee meetings timetables for 2025-26 and 2026-27.</p>   | PP.155-161 |
|              |            | <b>Any other Competent Business</b>  |            |
|              |            | <b>Date &amp; Time of Next Meeting</b>   |            |
|              |            | <b>26 November 2024 at 9.30am</b>  |            |
|              |            | <b>Close of meeting</b>  |            |