

**NHS HIGHLAND  
 MEETING OF FINANCE, RESOURCES AND  
 PERFORMANCE COMMITTEE**

**06 September 2024 at 9.30 am to 11.30 am**  
**Virtual Meeting Format (Microsoft Teams)**

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

Distribution: Thursday 29 August 2024

**AGENDA**

Time	1.	Standing Items	Paper
9.30 am	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> 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.	
9.35 am	1.3	<b>Minute of Previous meeting held on Friday, 09 August 2024, Rolling Action Plan and Committee Work Plan 2024/2025</b>  The Committee is asked to <b>Approve</b> the Minute, Rolling Action Plan and Committee Work Plan 2024/25.	PP.1-8
9.40 am	2.	<b>NHS Highland Financial Position 2024/25 Report (Month 04) and Value and Efficiency Assurance Update</b>  <b>Report by Elaine Ward, Deputy Director of Finance on behalf of Heledd Cooper, Director of Finance</b>  The Committee is asked to <b>Consider</b> the reported position and take <b>Limited</b> assurance.	PP.93-113
10.00 am	3.	<b>Capital Asset Management Update</b>  <b>Report by Richard MacDonald, Director of Estates, Facilities and Capital Planning</b>  The Committee is asked to Note the update on the allocation and delivery of the Capital Formula Spend delivered through NHS Highland's Asset Management group and take Moderate assurance.	PP.9-13
10.15 am	4.	<b>Highland Charter for Climate, Nature and Health</b>  <b>Report by Richard MacDonald, Director of Estates, Facilities and Capital Planning</b>  The Committee 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.	PP.14-22

10.30 am	5.	<b>Integrated Performance and Quality Report</b>	
		<p><b>Report by Lorraine Cowie on behalf of David Park, Deputy Chief Executive</b></p> <p>The Committee is asked to</p> <ul style="list-style-type: none"> <li>To take <b>limited assurance</b> and <b>note</b> the continued and sustained pressures facing both NHS and commissioned care services in delivering on performance and quality metrics aligned to the annual delivery plan and;</li> <li>To <b>consider</b> the level of performance and quality across the system.</li> </ul>	PP.26-83
10.50 am	6.	<b>Annual Delivery Plan &amp; Medium-Term Plan Overall Update and Q1 Position</b>	
			<b>Included within Item 5</b>
11.00 am	7.	<b>Risk Register – Refresh of Level 1 Risks</b>	
		<p><b>Report by Lorraine Cowie on behalf of Dr Boyd Peters, Medical Director</b></p> <p>The Committee is asked to <b>note</b> the content of the report and take <b>substantial assurance</b> that it provides confidence of compliance with legislation, policy and Board Objectives.</p>	PP.84-92
11.10 am	8.	<b>Revised Committee Terms of Reference</b>	
		<p><b>Report by Ruth Daly, Board Secretary on behalf of Gareth Adkins, Director of People and Culture (attached)</b></p> <p>The Committee is asked to take <b>Substantial</b> assurance, <b>Approve</b> proposed changes to the Committee’s Terms of Reference for consideration at the Audit Committee on 10 September, and <b>Note</b> that, if agreed by Audit Committee, updated documents will be submitted to the NHS Board for approval on 24 September 2024.</p>	PP.23-25
11.20 am	9.	<b>Any Other Competent Business</b>	
11.25 am	10.	<b>Remaining Meeting Schedule for 2024</b>	
		<p><b>9.1 2024</b></p> <p>11 October 1 November 13 December (to be confirmed)</p> <p><b>9.2 Provisional Schedule for 2025 – 2027</b></p> <p>The Committee is asked to <b>Agree</b> the following meeting dates:</p>	

		<table border="1"> <tr><td>9.30am</td></tr> <tr><td><b>2025/26</b></td></tr> <tr><td>10 January 2025</td></tr> <tr><td>07 February 2025</td></tr> <tr><td>14 March 2025</td></tr> <tr><td>04 April 2025</td></tr> <tr><td>09 May 2025</td></tr> <tr><td>11 July 2025</td></tr> <tr><td>01 August 2025</td></tr> <tr><td>12 September 2025</td></tr> <tr><td>03 October 2025</td></tr> <tr><td>14 November 2025</td></tr> <tr><td>05 December 2025</td></tr> <tr><td>09 January 2026</td></tr> <tr><td>06 February 2026</td></tr> <tr><td>13 March 2026</td></tr> </table>	9.30am	<b>2025/26</b>	10 January 2025	07 February 2025	14 March 2025	04 April 2025	09 May 2025	11 July 2025	01 August 2025	12 September 2025	03 October 2025	14 November 2025	05 December 2025	09 January 2026	06 February 2026	13 March 2026	<table border="1"> <tr><td>9.30am</td></tr> <tr><td><b>2026/27</b></td></tr> <tr><td>10 April 2026</td></tr> <tr><td>08 May 2026</td></tr> <tr><td>05 June 2026</td></tr> <tr><td>10 July 2026</td></tr> <tr><td>07 August 2026</td></tr> <tr><td>11 September 2026</td></tr> <tr><td>02 October 2026</td></tr> <tr><td>13 November 2026</td></tr> <tr><td>04 December 2026</td></tr> <tr><td>08 January 2027</td></tr> <tr><td>05 February 2027</td></tr> <tr><td>12 March 2027</td></tr> </table>	9.30am	<b>2026/27</b>	10 April 2026	08 May 2026	05 June 2026	10 July 2026	07 August 2026	11 September 2026	02 October 2026	13 November 2026	04 December 2026	08 January 2027	05 February 2027	12 March 2027	
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	<b>10.</b>	<b>Date of Next Meeting</b>																																
		Friday 11 October 2024 at 9.30am																																
11.30 am		<b>Close of meeting</b>																																

## Committee Membership

<b>Non-Executive Members (5x)</b>	Chair	Alex Anderson
	Vice Chair	Graham Bell
	Member	Steve Walsh
	Member	Gerry O'Brien
	Member	Garett Corner
<b>Chief Executive</b>		Fiona Davies
<b>Deputy Chief Executive</b>		David Park
<b>Director of Finance</b>	Lead Officer	Heledd Cooper
<b>Board Medical Director</b>		Dr Boyd Peters
<b>Director of Public Health</b>		Tim Allison
<b>Board Nurse Director</b>		Louise Bussell
<b>Director of Estates, Facilities and Capital Planning</b>		Richard MacDonald
<b>In attendance (Routinely Invited)</b>	Chief Operating Officer (Acute)	Katherine Sutton
	Chief Officer (Argyll and Bute)	Evan Beswick
	Chief Officer, North Highland	Pamela Cremin
	Head of Strategy and Transformation	Lorraine Cowie
	Deputy Director of Finance	Elaine Ward
	Board Secretary	Ruth Daly