



Meeting: NHS Highland Board

Meeting date: 29 March 2022

Title: Board and Governance Committees
Annual Workplans

Responsible Executive/Non-Executive: Pam Dudek, Chief Executive

Report Author: Ruth Daly, Board Secretary

1 Purpose

This is presented to the Board for:

- Decision

This report relates to a:

- Local policy

This aligns to the following NHSScotland quality ambition(s):

- Effective

This report relates to the following Corporate Objective(s)

Clinical and Care Excellence <ul style="list-style-type: none"> • Improving health • Keeping you safe • Innovating our care 	X	Partners in Care <ul style="list-style-type: none"> • Working in partnership • Listening and responding • Communicating well 	X
A Great Place to Work <ul style="list-style-type: none"> • Growing talent • Leading by example • Being inclusive • Learning from experience • Improving wellbeing 	X	Safe and Sustainable <ul style="list-style-type: none"> • Protecting our environment • In control • Well run 	X X

2 Report summary

2.1 Situation

This report seeks the Board’s approval of Board and Governance Committee Work Plans for the 2022/23 financial year.

2.2 Background

This Board and Committee Workplans are derived from the role, responsibilities and functions as defined in the Code of Corporate Governance, and from the schedule of issues considered during 2021-22. Workplans cover a range of activities including statutory reporting duties, regular items of business and priority planned pieces of work which support Board and Committees' objectives. Should these change as a result of issues arising during the year; the Workplan will be revisited and revised accordingly.

2.3 Assessment

An overarching programme of work for the Board and Governance Committees provides the basis for the Executive team to deliver activity directly supporting key priorities and risks through a structured approach. This activity is underpinned with direction, support and oversight from the Board and its Committees.

Board and Committee Workplans ensure that business planning is co-ordinated and the appropriate level of scrutiny is delivered, but also that decisions are taken in a planned and logical sequence.

The contents of the individual Governance Committee workplans have been discussed with Executive Leads and their respective committees and are appended to this report and presented for Board approval.

It should be noted that an annual review of all individual committee Terms of Reference should be considered at the September meetings of all governance committees. This permits the sequencing through Audit Committee in November and agreement at the Board in January.

2.4 Proposed level of Assurance

This report proposes the following level of assurance:

Substantial	<input checked="" type="checkbox"/>	Moderate	<input type="checkbox"/>
Limited	<input type="checkbox"/>	None	<input type="checkbox"/>

3 Impact Analysis

3.1 Quality/ Patient Care

3.2 Workforce

3.3 Financial

The provision of robust governance arrangements is key to NHS Highland delivering on its key objectives and to improving workforce, clinical and financial governance.

3.4 Risk Assessment/Management

A risk assessment has not been carried out for this paper.

3.5 Data Protection

This report does not involve personally identifiable information.

3.6 Equality and Diversity, including health inequalities

There are no equality or diversity implications arising from this paper.

3.7 Other impacts

No other impacts

3.8 Communication, involvement, engagement and consultation

Board and Committee Chairs and Lead Executives have discussed the proposed draft workplans for 2022-23.

3.9 Route to the Meeting

The appendices to this report have been considered and agreed at the respective governance Committee meetings as follows:

- Finance, Resources and Performance Committee of 24 February 2022
- Highland Health and Social Care Committee of 2 March 2022
- Clinical Governance Committee of 3 March 2022
- Audit Committee of 8 March 2022
- Staff Governance Committee of 9 March 2022
- Remuneration Committee of 14 March 2022

4 Recommendation

The Board is asked to consider and agree the Board and Governance Committee Workplans for 2022/23.

4.1 List of appendices

The following appendices are included with this report:

- Appendix 1 - Draft Board Workplan
- Appendix 2 – Audit Committee Workplan
- Appendix 3 - Clinical Governance Committee Workplan
- Appendix 4 – Finance, Resources and Performance Committee Workplan
- Appendix 5 - Highland Health and Social Care Committee Workplan
- Appendix 6 - Staff Governance Committee Workplan
- Appendix 7 – Remuneration Committee Workplan