## NHS HIGHLAND BOARD WORK PROGRAMME TO 31 March 2023

## Standing Items for every Board meeting

- Apologies
- Declarations of interest
- Minutes of last meeting
- Action Plan and matters arising
- Chief Executive's report
- Covid19 Update and Assurance
- Integrated Quality and Performance Report
- Finance Assurance Report
- Culture Assurance Report
- Strategic Risk Register
- Minutes of Governance Committees and ACF
- Date of next meeting

MARCH 2022	
Argyll and Bute IJB Opening Offer	Director of Finance
<ul> <li>Quarterly (Q3) Whistleblowing report 2021/22</li> </ul>	Director of People & Culture
<ul> <li>Annual Board and Committee Workplans</li> </ul>	Board Secretary
Social Mitigation Action Plan	Director of Public Health
MAY 2022	
Annual Operational Plan, incorporating draft Financial Plan	Deputy Chief Executive
Draft Final Outturn Financial Report	Director of Finance
<ul> <li>Quarterly (Q4) Whistleblowing report 2021/22</li> </ul>	Director of People & Culture
Governance Committees Annual Reports	All Directors
Register of Members Interests update	Board Secretary
<ul> <li>Community Empowerment (Scotland) Act 2015 Sect. 5 Annual Reports</li> </ul>	Board Secretary
> Asset Transfer	
Public Participation Requests	
Gaelic Language Plan Monitoring Report	Board Secretary
SPECIAL MEETING JUNE 2022	
Committee Annual Assurance Statements     Audit Committee	All Directors and Board
1) Audit Committee	Secretary
2) Clinical Governance Committee	
3) Finance, Resources & Performance Committee	
<ul><li>4) Staff Governance Committee</li><li>5) Remuneration Committee</li></ul>	
6) Highland Health and Social Care Committee	
7) Pharmacy Practices Committee	
1) Friamacy Fractices Committee	
Annual Accounts Process:	Director of Finance
1)NHS Highland Board Annual Accounts	Director of Finance
2)Annual Accounts Documents	
3)Annual Audit Report for the Board & Auditor General for Scotland	
4)Letter of Representation	
5)Annual Assurance Statement from Audit Committee	
Patients and Clients Private Funds Accounts	Director of Finance

JULY 2022		
Board Strategy	Lorraine Cowie	
SEPTEMBER 2022		
NHS Board and Board Development Dates and Calendar	Board Secretary	
Whistleblowing Quarterly Update Q1. 2022/23	Director of People and Culture	
Winter Preparedness	Director Public Health	
<ul> <li>Public Bodies (Joint Working) (S) Act 2014 – Annual Performance Report</li> <li>Argyll and Bute IJB</li> <li>North Highland HSPC</li> </ul>	Chief Officers	
<ul> <li>Update on Board Assurance Framework and Blueprint for Good Governance Improvement Plan</li> </ul>	Board Secretary	
NOVEMBER 2022		
Whistleblowing Quarterly Update Q2. 2022/23	Director of People & Culture	
JANUARY 2023		
Director of Public Health Annual Report	Director of Public Health	
Alcohol and Drug Partnership Annual Report	Director of Public Health	
<ul> <li>Annual Review of Code of Corporate Governance</li> </ul>	Board Secretary	
Board and Committee memberships	Board Secretary & Board Chair	
MARCH 2023		
Argyll and Bute IJB Opening Offer	Director of Finance	
Board and Committee memberships	Board Secretary & Board Chair	
<ul> <li>Annual Board and Committee Workplans</li> </ul>	Board Secretary	
<ul> <li>Equalities Outcomes and Mainstreaming Report</li> </ul>	Director of Public Health	
<ul> <li>Whistleblowing Quarterly Update Q3. 2022/23</li> </ul>	Director of People & Culture	