



Meeting: NHS Highland Board
Meeting date: 26 March 2024
Title: Board and Governance Committees' Annual Work Plans
Responsible Executive/Non-Executive: Sarah Compton Bishop, Board Chair
Report Author: Ruth Daly, Board Secretary

1 Purpose

This is presented to the Board for:

- Assurance
- Decision

This report relates to a:

- Local policy

This report will align to the following NHSScotland quality ambition(s):
 Safe, Effective and Person Centred

This report relates to the following Strategic Outcome(s)

Start Well	Thrive Well	Stay Well	Anchor Well	
Grow Well	Listen Well	Nurture Well	Plan Well	
Care Well	Live Well	Respond Well	Treat Well	
Journey Well	Age Well	End Well	Value Well	
Perform well	Progress well	All Outcomes	✓	

2 Report summary

2.1 Situation

This report seeks the Board’s endorsement of Board and Governance Committee Work Plans for the 2024/25 financial year.

2.2 Background

This Board and Committee Workplans are compiled with specific reference to the individual group roles, responsibilities and functions as defined in the Code of

Corporate Governance. Workplans cover a range of activities including statutory reporting duties, regular items of business and priority planned pieces of work which support the Board and Committees’ remits.

2.3 Assessment

The contents of the individual Board and Committee workplans for 2024-25 have been agreed at the March cycle of Governance Committee meetings and discussed with Chairs and Lead Executives.

The concept of ‘Frugal Governance’ which supports the reduction of duplication and efficient use of committee time is currently being actively pursued. Further consideration is being given to identify how frugal governance can be applied to uphold the standards as described in the Blueprint for Good Governance and deliver the programme of work set out in Committee workplans. Should the workplans require to change as a result of this work they will be revised accordingly.

The full suite of Workplans for 2024-25 are circulated separately in an Excel file and are presented for the Board’s endorsement.

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 2024-25.
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 – to be agreed on 12 April 2024 and has clearance of Lead Executive and Committee Chair.
- Highland Health and Social Care Committee of 6 March 2024
- Clinical Governance Committee of 7 March 2024
- Audit Committee of 12 March 2024
- Staff Governance Committee of 5 March 2024
- Remuneration Committee of 26 February 2024.

4 Recommendation

The Board is asked to consider and endorse the Board and Governance Committee Workplans for 2024/25.

4.1 List of appendices

A separate Excel spreadsheet forms the Appendix to this report and details the full suite of Board and Committee Workplans for 2024-25.