

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

**8 December 2023 at 1.30pm**  
**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: 1 December 2023

**AGENDA**

Time	1.	Standing Items	Paper
1.30pm	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.	
1.35pm	1.3	<b>Minute of Previous meeting held on Friday, 03 November 2023, Rolling Action Plan and Committee Work Plan</b>  The Committee is asked to <b>Approve</b> the Minute, Rolling Action Plan and Committee Work Plan 2023/24.	PP.1-9
	<b>2.</b>	<b>Finance</b>	
1.40pm	2.1	<b>NHS Highland Financial Position Report – Month 7 2023 and Update on Savings Plans</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>Examine</b> and <b>Consider</b> the implications of financial position at Month 7 2023 and take <b>Limited Assurance</b> .	PP.10-31
	2.2	<b>Budget Setting Guidance 2024/2025</b> <b>Report by Heledd Cooper, Director of Finance</b>  The Committee is asked to <b>Note</b> the final guidance, the process to be undertaken within the organisation and take <b>Substantial</b> assurance.	PP.32-48
	2.3	<b>3 Horizons Plan</b> <b>Verbal Update by David Park/Lorraine Cowie</b>  The Committee is asked to <b>Consider</b> the reported position.	
	<b>3.</b>	<b>Environmental and Sustainability Reporting</b>	
2.20pm		<b>Report by Alan Wilson, Head of Estates, Facilities and Capital Planning</b>  The Committee is asked to Note progress on the development of NHS Highland's environmental and sustainability strategy and associated projects. The Committee is asked to take <b>Moderate</b> assurance.	PP.49-55

	<b>4.</b>	<b>Reporting on Performance Issues by Exception</b>	
3.00pm		<b>Update by David Park/Lorraine Cowie</b>  The Committee is asked to <b>Consider</b> any matters raised in relation to this agenda Item.	
	<b>5.</b>	<b>Proposed Meeting Schedule for 2024</b>	
3.20pm		<b>5 January</b> <b>9 February</b> <b>1 March</b> <b>12 April</b> <b>3 May</b> <b>14 June</b> <b>5 July</b> <b>9 August</b> <b>6 September</b> <b>11 October</b> <b>1 November</b> <b>13 December</b>	
	<b>6.</b>	<b>Date of Next Meeting</b>	
		<b>Friday 5 January 2024 at 9.30am</b>	
	<b>7.</b>	<b>Any Other Competent Business</b>	
3.25pm			
3.30pm		<b>Close of meeting</b>	

### Committee Membership

<b>Non-Executive Members (5x)</b>	Chair	Alex Anderson
	Vice Chair	Graham Bell
	Member	Ann Clark
	Member	Gerry O'Brien
	Member	Garett Corner
<b>Chief Executive</b>		Pamela Dudek
<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>		Alan Wilson
<b>In attendance (Routinely Invited)</b>	Chief Operating Officer (Acute)	Katherine Sutton
	Chief Officer (Argyll and Bute)	Fiona Davies
	Chief Officer, North Highland	Pamela Cremin
	Head of Strategy and Transformation	Lorraine Cowie
	Deputy Director of Finance	Elaine Ward
	Board Secretary	Ruth Daly