



**Meeting:** NHS Highland Board  
**Meeting date:** 26 September 2023  
**Title:** Board and Committee meetings dates 2024  
**Responsible Executive/Non-Executive:** Sarah Compton Bishop, Board Chair  
**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 Strategic Outcome(s)**

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

**2 Report summary**

**2.1 Situation**

The purpose of this report is to recommend approval of a timetable of Board and Committee meetings for 2024.

**2.2 Background**

Boards are expected to create a coordinated timetable for Board meetings, seminars, and Committee meetings. This programme should ensure a coordinated approach to permit the appropriate level of scrutiny can be delivered, and decisions taken in a logical sequence.

**2.3 Assessment**

**Appendix 1** to this report sets out the meetings dates proposed for 2024 for the Board’s approval. Unless otherwise stated, the proposed dates have been agreed with Governance Committees throughout the August/September cycle of meeting. The following additional details are provided for the Board’s information:

**Audit Committee**

- An additional meeting on 21 May has been proposed since the last meeting of the Committee to close off internal audit reporting prior to the annual accounts.
- Further consideration is being given to the date identified for approval of annual accounts and the Board will be informed of any change.

**Remuneration Committee**

- The dates proposed have yet to be agreed by the Committee and are reproduced here for information.

**2.4 Proposed level of Assurance**

This report proposes the following level of assurance:

Substantial	x	Moderate	
Limited		None	

**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**

N/A

**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**

The proposals in the recommendation have been discussed and agreed with Governance Committees.

**3.9 Route to the Meeting**

The subject of this report has been shared with the relevant Non-Executive Board members.

**4 Recommendation**

The Board is asked to:

- (a) take substantial assurance from the report,
- (b) **agree** the timetable of Board and Committee meetings for 2024.

**4.1 List of appendices**

The following appendix is included with this report:

- Appendix 1 Proposed Board and Committee meetings dates 2024

## NHS BOARD and COMMITTEES – DATES FOR 2024

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NHS Board	NHS Board Briefings and Development Sessions	
<p><b>Chair: Sarah Compton Bishop</b>  <b>Executive Lead:</b> Chief Executive            (Tuesdays – 9.30am)</p> <p>30 January 2024            26 March 2024            28 May 2024            25 June 2024 (annual accounts)            30 July 2024            24 September 2024            26 November 2024</p>	<p><b>Board Briefing Sessions</b></p> <p>23 January 2024            27 February 2024            19 March 2024            23 April 2024            21 May 2024</p>	<p><b>Board Development Sessions</b></p> <p>23 July 2024            27 August 2024            17 September 2024            29 October 2024            19 November 2024</p>
Clinical Governance Committee	Staff Governance Committee	Audit Committee
<p><b>Chair:</b> Alasdair Christie  <b>Executive Lead:</b> Medical Director/Nurse Director  <b>Administrator:</b> Brian Mitchell</p> <p>(Thursdays 9.00am)</p> <p>18 January 2024            7 March 2024            9 May 2024            11 July 2024            5 September 2024            7 November 2024</p>	<p><b>Chair: Ann Clark</b>  <b>Executive Lead:</b> Gareth Adkins  <b>Administrator:</b> Karen Doonan</p> <p>(Tuesdays 10.00am)</p> <p>16 January 2024            5 March 2024            7 May 2024            9 July 2024            3 September 2024            5 November 2024</p>	<p><b>Chair: Gaener Rodger</b>  <b>Executive Lead:</b> Heledd Cooper  <b>Administrator:</b> Stephen Chase</p> <p>(Tuesdays 9.00am)</p> <p>6 February 2024            30 April 2024  <b>21 May 2024</b>  <i>25 June 2024 (Annual Accounts)</i>            3 September 2024            10 December 2024</p>
Finance, Resources and Performance Committee	Remuneration Sub-Committee	Highland Health & Social Care Committee
<p><b>Chair:</b> Alex Anderson  <b>Executive Lead:</b> Heledd Cooper  <b>Administrator:</b> Brian Mitchell</p> <p>(Fridays 9.30am)</p> <p>5 January 2024            1 March 2024            3 May 2024            5 July 2024            6 September 2024            1 November 2024</p>	<p><b>Chair:</b> Ann Clark  <b>Executive Lead:</b> Gareth Adkins  <b>Administrator:</b> Board Secretary</p> <p>(Mondays 10.15 am)  <b>To be confirmed by Committee</b></p> <p><i>26 February 2024</i>  <i>29 April 2024</i>  <i>15 July 2024</i>  <i>23 September 2024</i>  <i>25 November 2024</i></p>	<p><b>Chair: Gerry O'Brien</b>  <b>Executive Lead:</b> Pam Cremin  <b>Administrator:</b> Stephen Chase</p> <p>(Wednesdays 1pm-4pm development sessions at 10.30am on same date)</p> <p>17 January 2024            6 March 2024            8 May 2024            10 July 2024            4 September 2024            6 November 2024</p>

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