

Distribution: 24 May 2022

**HIGHLAND NHS BOARD  
 MEETING OF BOARD**

**Tuesday 31 May 2022 at 9.30 am**  
**Virtual Meeting Format (Microsoft Teams)**

**AGENDA**

- 09:30**      **1**      **Apologies**
- 2**      **Declarations of Conflict of Interest** – Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary’s Office prior to the meeting taking place.
- 09:35**      **3**      **Presentation – RD&I**  
**Dr Beth Sage RDI Director**  
**Frances Hines RDI Manager**
- 10:05**      **4**      **Minute of Meeting of 29 March 2022 and Action Plan** **PP.1-14**
- The Board is asked to **approve** the minutes of meeting of 29 March 2022 and **note** the action plan.
- 10:10**      **5**      **Matters Arising**
- 10:15**      **6**      **Chief Executive’s Report – Verbal Update of Emerging Issues**  
**Pam Dudek, Chief Executive**
- The Board is asked to **note** the verbal update.
- 10:30**      **7**      **Public Health Report – COVID19 Update**  
**Presentation by Tim Allison, Director of Public Health and Health Policy**
- The Board is asked to **note** the presentation.
- 10:45**      **8**      **Vaccination Strategy** **PP.15-26**  
**Report by Tim Allison, Director of Public Health and Health Policy**
- Assurance Level Proposed – Moderate**
- The Board is invited to **approve** the strategic direction for vaccination and **note** progress made.
- 11:00**      **Comfort Break**

## PERFORMANCE AND ASSURANCE

- 11:15      9      **Integrated Performance and Quality Report** **PP.157-159**  
**Report by Lorraine Cowie on behalf of David Park, Deputy Chief Executive**
- Assurance Level Proposed – Substantial**
- The Board is invited to **take assurance** that the IPQR will be available in July, and that all intelligence will be reviewed in the Governance Committees before the Board meeting.
- 11:20      10      **Together We Care & Annual Delivery Plan** **PP. 27-35**  
**Presentation by Lorraine Cowie on behalf of David Park, Deputy Chief Executive**
- Assurance Level Proposed – Substantial**
- The Board is asked to:
- (a) Take **assurance** that the continued development process of Together We Care and the active engagement, listening and consultation across our population, people and partners will ensure a shared strategic intent is developed;
  - (b) Take **assurance** that the approach being taken to develop our annual delivery plan alongside the strategy will give assurance of the actions being taken to deliver our strategy in complete collaboration with our people and partners; and
  - (c) **Agree** the expectation that the Board will receive the final draft of Together We Care and the Annual Delivery Plan at the July Board meeting
- 11:40      11      **Finance Assurance Report** **PP. 36-46**  
**Month 12 Draft Position and NHS Highland Financial Plan 2022/23**  
**Report by Dave Garden, Director of Finance**
- Assurance Level Proposed – Moderate**
- The Board is asked to:
- (a) **discuss** the month 12 financial position for 2021/2022, and
  - (b) **approve** the initial budget allocation for 2022/23.
- 12:00      12      **National Treatment Centre Highland** **PP. 47-50**  
**Report by Deborah Jones, Director of Strategic Commissioning**
- Assurance Level Proposed – Substantial**
- The Board is asked to **note** the change in the contract completion timetable and impact this has on the operational 'go live date'.
- 12:15      **Lunch break**
- 13:00      13      **The Culture Programme Assurance Report** **PP. 51-55**  
**Report by Fiona Hogg, Director of People & Culture**
- Assurance Level Proposed – Moderate**
- The Board is asked to **note** the update and take assurance on progress.
- 13:15      14      **Quarterly Whistleblowing Standards Assurance Report – Quarter 4** **PP. 56-71**  
**Report by Fiona Hogg, Director of People & Culture**
- Assurance Level Proposed – Moderate**
- The Board is invited to **examine** the draft report and consider any additional information or revisions that may be appropriate and take assurance from the report.

## GOVERNANCE

- 13:30 15 Strategic Risk**
- (a) Corporate Risk Register** **PP.160-163**  
**Report by Lorraine Cowie, on behalf of Boyd Peters, Medical Director**
- Assurance Level Proposed – Substantial**
- The Board is invited to take **assurance** on compliance with legislation, policy and Board objectives, and to **examine** and **consider** the implications of the report.
- (b) Draft Compliance Strategic Risk** **PP.180-187**  
**Report by Fiona Hogg, Director of People and Culture**
- Assurance Level Proposed – Limited**
- The Board is asked to **approve** the addition of statutory and mandatory training to the Strategic Risk register.
- 13:45 16 Board Assurance Framework – Update on Progress** **PP. 72-80**  
**Report by Ruth Daly, Board Secretary, on behalf of Boyd Robertson, Board Chair**
- Assurance Level – Moderate**
- The Board is asked to **note** the contents of the report and **take assurance** that progress is being made towards improvements identified in the Board Assurance Framework.
- 13:55 17 Review of Governance Arrangements** **PP. 81-83**  
**Report by Ruth Daly on behalf of Pam Dudek, Chief Executive**
- Assurance Level Proposed – Substantial**
- The Board is invited to **agree** that from 1 June 2022:
- (a) the full suite of business should be reinstated at formal Committee and Board meetings and the full timetable of Development sessions for Board and Committees should be reintroduced,
  - (b) Committee and Board business meetings continue to be held using MS Teams as the means of access for all participants, and
  - (c) Development and Strategy sessions should also continue to be held over MS Teams for all participants as a standard approach, with discretion being extended to individual Chairs to agree to hold them in person as appropriate.
- 14:05 18 Governance Committees Annual Reports** **PP. 84-114**  
**Ruth Daly, Board Secretary, on behalf of Pam Dudek, Chief Executive**
- Assurance Level Proposed – Substantial**
- As part of the Annual Accounts process a number of Annual Reports relating to NHS Highland Governance Committees are produced for approval. The undernoted annual reports are from Committees which have provided assurance to the Board throughout the last financial year. The annual reports will be submitted to the Audit Committee on 28 June 2022 evidencing that governance processes have been followed:

The Board is asked to **Note** that the Annual Reports were approved by the Audit Committee on 3 May 2022.

- 14:15 19 Community Empowerment Act – Annual Reports PP. 115-121**  
**Ruth Daly, Board Secretary, on behalf of Pam Dudek, Chief Executive**
- Assurance Level Proposed – Substantial**
- a. **Asset Transfer**
  - b. **Public Participation Requests**
- The Board is asked to **approve** the annual reports.
- 14:20 20 Gaelic Language Plan – Delegation of Authority for approval of Annual Monitoring Report**
- The Board is asked to **delegate** authority to the Board Chair and Chief Executive to approve the terms of the submission of the Bòrd na Gàidhlig Annual Monitoring Report (due 14 July 2022) and report to the July Board meeting.
- 14:25 21 Register of Members Interests**  
**Ruth Daly, Board Secretary, on behalf of Pam Dudek, Chief Executive**
- The Highland NHS Board Code of Conduct was formally adopted by the Scottish Ministers from 1 May 2014. Under its terms, Board Members are required to Register their interests in the Highland NHS Board Register. An exercise to update the register has now been undertaken and the formal Highland NHS Board Register is kept available at the Board's offices for public inspection and is available on the NHS Highland web:
- [Web link](#)
- The Board is asked to **note** the position.
- 14:30 22 Model Code of Conduct**
- Board members are invited to note that, as requested by Scottish Government, agreement was sought outwith the usual schedule of Board meetings to adopt the revised model Code of Conduct which received Parliamentary approval in October 2021.
- Board members have provided formal notification of their agreement to adopt the model Code and Scottish Government have been informed. All Boards are now asked to publish the new Code of Conduct on their websites using their respective branding logos by Friday 10 June.
- The new Code of Conduct will also now replace the previous version contained within the Code of Corporate Governance.
- 14:35 23 Governance and other Committee Assurance Reports**  
**Escalation of issues by Chairs of Governance Committees**
- a **Highland Health and Social Care Committee 27 April 2022** **PP.171-179**
  - b **Clinical Governance Committee 28 April 2022** **PP.121-131**
  - c **Finance, Resources and Performance Committee 28 April 2022** **PP.132-136**
  - d **Audit Committee 3 May 2022** **PP.137-145**
  - e **Area Clinical Forum 5 May 2022** **PP.146-150**
  - f **Staff Governance Committee 11 May 2022** **PP.164-170**
  - g **Argyll and Bute Integration Joint Board, 30 March 2022** **PP.151-156**
- 24 Any Other Competent Business**

OFFICIAL

15:00 25 Date of next meeting 28 June 2022  
Close of meeting