

Distribution: 22 September 2020

Assynt House
Beechwood Park
Inverness, IV2 3BW
Telephone: 01463 717123
www.nhshighland.scot.nhs.uk



HIGHLAND NHS BOARD MEETING OF BOARD

Tuesday 29 September 2020 at 9.30am
Board Room, Assynt House, Beechwood Park, Inverness

Webcast Notice: This meeting will be filmed and broadcast over the Internet ([Link to webcast](#)) and will be archived and available for viewing for 12 months thereafter.

AGENDA

- 9.30am 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.
- 9.35am 3 **Minute of Meeting of 28 July 2020 and Action Plan** PP. 1 - 8
- The Board is asked to **approve** the minute.
- 4 **Matters Arising**
- 9.40am 5 **Chief Executive's Report – Verbal Update of Emerging Issues**
Paul Hawkins, Chief Executive
- The Board is asked to **note** the verbal update.
- 9.55am 6 **Integrated Performance and Quality Report** PP. 5 - 40
Report by Pam Dudek Deputy Chief Executive and David Garden, Director of Finance
Escalation of issues by Chairs of Governance Committees
- The Board is invited to **review** and **discuss** the performance outcomes highlighting areas of concern.
- 10.30am 7 **Culture Update** PP. 41 - 46
Report by Fiona Hogg, Director of HR and OD
- The Board is invited to **examine** and **consider** the update.
- 11.00am **BREAK**
- 11.15am 8 **Board Assurance Framework** PP. 47 - 56
Report by Paul Hawkins, Chief Executive and Boyd Peters, Medical Director
- The Board is invited to **approve** the Board Risk Assurance Framework and **note** that each of the Governance Committees will be asked to review their risks and identify any additional risks that should be on their own governance risk register. Review of these risks registers will be undertaken on a quarterly basis.

- 11.30am 9 North Highland Health and Social Care Integration**
- (a) Joint Monitoring Committee Changes to Terms of Reference
Report by David Park, Chief Officer**
- The Board is invited to **agree** to a proposal from The Highland Council to appoint the Chair of their Health, Social Care and Wellbeing Committee, rather than the Leader of the Council, as co-Chair of the Joint Monitoring Committee (JMC).
- This constitutes a change to the current Terms of Reference for the JMC and will also require to be agreed by The Highland Council. The Joint Monitoring Committee Terms of Reference will be updated accordingly.
- (b) Highland Health and Social Care Committee revision to Terms of Reference**
PP. 303 - 310
- The Board is invited to **approve** the proposed revised Highland Health and Social Care Committee ToR which will be considered at the next meeting of the Committee.
- 11.45am 10 Stepping Up Gold, Silver and Bronze Command** **PP. 311 - 314**
Report by Pam Dudek, Deputy Chief Executive
- The Board is invited to **note** the decision of EDG to step up Gold, Silver and Bronze Command.
- 12.00pm 11 Blueprint for Good Governance – update report** **PP. 57 - 68**
Report by Ruth Daly, Board Secretary on behalf of Prof. Boyd Robertson, Boar Chair
- The Board is invited to **note** progress against the Blueprint for Good Governance Action Plan.
- 12.05pm 12 Draft Code of Corporate Governance** **PP. 69 - 218**
Report by Ruth Daly, Board Secretary on behalf of Paul Hawkins, Chief Executive
- The Board is invited to **note** that:
- a) a composite Code of Corporate Governance has been created,
 - b) Governance Committees will be invited to consider the draft throughout the next cycle of meetings, concluding with Audit Committee in December, and
 - c) the final version of the draft will be submitted to the Board in January 2021 for final ratification.
- 12.15pm 13 NHS Highland Board and Governance Committees Work Plans** **PP. 219 - 226**
Report by Ruth Daly, Board Secretary on behalf of Paul Hawkins, Chief Executive
- The Board is invited to **consider** and **agree** the Board and Committee Work plans for the remainder of the current financial year
- 12.25pm 14 Board and Committee meetings timetable 2021** **PP. 227 - 230**
Report by Ruth Daly, Board Secretary
- The Board is invited to **agree** the Board and Committee meetings timetable for 2021.
- 12.35pm 15 Governance and other Committee Minutes for information**
- a) **Highland Health and Social Care Committee of 5 August 2020** **PP. 231 - 240**
 - b) **Clinical Governance Committee of 25 August 2020** **PP. 241 - 248**
 - c) **Finance, Resources and Performance Committee of 28 August 2020** **PP. 249 - 254**

- d) **Staff Governance Committee of 1 September 2020** **PP. 315 - 325**
- e) **Audit Committee of 8 September 2020** **PP. 255 - 260**
- f) **Integration Joint Board:** **PP. 261 - 292**
- **approved minutes of 29 January, 2020**
 - **approved minutes of 25 March, 2020**
 - **approved minutes of 27 May 2020**
 - **draft minutes of 5 August, 2020**
 - **Verbal update meeting of 16 September 2020**
- g) **Area Clinical Forum of 3 September 2020** **PP . 293 – 302**

- 12.50pm 16 **Any Other Competent Business**
- 17 **Date of next meeting 23 November 2020**
- 1.00pm **Close of meeting**

There will be a meeting of the Board In-Committee following the open Board meeting.