

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

**12 April 2024 at 9.30am**  
**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: 4 April 2024

**AGENDA**

Time	1.	Standing Items	Paper
9.30am	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.	
9.35am	1.3	<b>Minute of Previous meeting held on Friday, 01 March 2024, and Rolling Action Plan</b>  The Committee is asked to <b>Approve</b> the Minute and associated Rolling Action Plan.  The Committee Work Plan 2024/25 will be addressed under Item 8 on the agenda.	<b>PP.1-7</b>
9.40am	2.	<b>NHS Highland Financial Position 2023/2024 Report (Month 11) and Cost Improvement Update</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 the financial position at Month 11 and take <b>Limited Assurance</b> .	<b>PP.8-27</b>
9.55am	3.	<b>Capital Formula Spend &amp; Asset Management Group Update on Meeting held on 20 March 2024</b> <b>Report by Richard MacDonald, Director of Estates, Facilities and Capital Planning</b>  The Committee is asked to <b>Note</b> the update on allocation and delivery of the Capital Formula Spend delivered through the NHS Highland Asset Management Group and take <b>Moderate Assurance</b> .	<b>PP.28-33</b>
10.05am	4.	<b>Strategic Transformation Assurance Group Update</b> <b>Report by Lorraine Cowie, Head of Strategy and Transformation</b>  The Committee is asked to <b>Note</b> the report content and take <b>Substantial Assurance</b> .	<b>PP.46-52</b>

10.20am	5.	<b>Annual Delivery Plan and Medium-Term Plan</b>	PP.53-132
		<p><b>Report by Lorraine Cowie, Head of Strategy and Transformation</b></p> <p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• <b>Agree</b> to formally <b>Endorse</b> the draft priorities set out within the Annual Delivery Plan and Medium-Term Plan.</li> <li>• <b>Agree</b> to receive updates on the Delivery Plans from the end of June 2024 through the agreed performance assurance reporting mechanisms for Committees and the Board, which align priorities from the SADP/MTP.</li> <li>• <b>Agree</b> that there are a number of choices included within the Plan that may or may not proceed as they are discovery pieces of work and there are clear processes described to manage this.</li> <li>• <b>Agree</b> to take <b>Substantial Assurance</b>.</li> </ul>	
10.40am	6.	<b>Planned Care Submission</b>	
		<p><b>Report by Lorraine Cowie, Head of Strategy and Transformation</b></p> <p>Consideration of this matter will be deferred to the May 2024 meeting.</p>	
11.00am	7.	<b>Environment and Sustainability Update</b>	PP.34-39
		<p><b>Report by Richard MacDonald, Director of Estates, Facilities and Capital Planning</b></p> <p>The Committee is asked to <b>Note</b> the progress of the development of NHS Highland's Environmental &amp; Sustainability Strategy and associated projects and take <b>Moderate Assurance</b>.</p>	
11.05am	8.	<b>Finance, Resources and Performance Committee Annual Work Plan 2024/2025</b>	P.40
		<p><b>Report by Alex Anderson, Committee Chair</b></p> <p>The Committee is asked to formally <b>Approve</b> the 2024/25 Workplan.</p>	
11.10am	9.	<b>Finance, Resources and Performance Committee Annual Report 2023/2024</b>	PP.41-45
		<p><b>Report by Alex Anderson, Committee Chair</b></p> <p>The Committee is asked to <b>Endorse</b> the revised Finance, Resource &amp; Performance Committee Annual Report 2023-24.</p>	
11.15am	10.	<b>Committee Self-Assessment Survey Results</b>	Excel Sheet
		<p><b>Report by Alex Anderson, Committee Chair</b></p> <p>The Committee is asked to <b>discuss</b> the results and <b>agree</b> the appropriate way forward.</p>	
	11.	<b>Remaining Meeting Schedule for 2024</b>	
		<p>3 May 14 June 5 July 9 August 6 September 11 October 1 November 13 December</p>	

	<b>12.</b>	<b>Date of Next Meeting</b>	
		Friday 3 May 2024 at 9.30am	
	<b>13.</b>	<b>Any Other Competent Business</b>	
11.30am		<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>		Fiona Davies
<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>		Richard MacDonald
<b>In attendance (Routinely Invited)</b>	Chief Operating Officer (Acute)	Katherine Sutton
	Chief Officer (Argyll and Bute)	Evan Beswick
	Chief Officer, North Highland	Pamela Cremin
	Head of Strategy and Transformation	Lorraine Cowie
	Deputy Director of Finance	Elaine Ward
	Board Secretary	Ruth Daly