

NHS Shetland

Meeting:	Shetland NHS Board Meeting
Meeting date:	26 June 2025
Title:	Board Business Programme
Agenda reference:	Board Paper 2025/26/25
Responsible Executive/Non-Executive:	Brian Chittick/Gary Robinson
Report Author:	Carolyn Hand

1. Purpose

This is presented to the Board/Committee for:

- Approving the business planned for the financial year to 31 March 2026 (Appendix 1).

This report relates to:

- Legislative requirements and matters of best practice

This aligns to the following NHSScotland quality ambitions:

- Safe
- Effective
- Person-centred

2. Report summary

2.1. Situation

In order to fulfil its responsibilities in line with good governance principles the Board must ensure its Business Programme supports its role in overseeing the organisation, including effective management, strategic direction and accountability for service delivery, to meet the needs of all its stakeholders.

2.2. Background

The Board has a Corporate Governance Handbook which includes Standing Orders, Standing Financial Instructions and instructions regarding the governance of its sub-committees. Within the Standing Orders are details of matters reserved for the Board, and the ability to delegate authority to sub-committees where appropriate.

2.3. Assessment

The Business Programme clearly sets out plans for the Board in terms of public reporting requirements, decision making and receiving assurance. Publicising the business programme assists in enhancing best practice, in line with principles of good governance.

2.3.1. Quality / patient care

The published Business Programme provides the community and other stakeholders with important information for the forthcoming year.

2.3.2. Workforce

There is no direct impact on workforce, however approval of the Business Programme gives direction and assurances to staff with regard to the timing and requirements for decisions and public reporting that the Board must undertake.

2.3.3. Financial

There is no direct financial impact, however indirect costs may be avoided by optimising time spent at scheduled meetings.

2.3.4. Risk assessment/management

There is a risk that meeting the published timescales may not prove possible, which could cause reputational damage to the Board. Articulating the reasons for slippage against the programme may counter negativity in this regard.

2.3.5. Equality and Diversity, including health inequalities

An impact assessment has not been completed because there is no direct impact on equality with regard to the approval of the Business Programme.

2.3.6. Other impacts

Although there is no direct legal impact in not approving a Business Programme, the Board must continue to consider best practice in terms of good governance.

2.4. Recommendation

- **Decision** – to approve the Business Programme for the remainder of the year up till 31 March 2026.

3. List of appendices

Appendix 1, Board Business Programme



NHS Shetland Board Business Programme 2025/26

Meeting date	Business	Part B requirement
29 April 2025	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Quality Report ▪ Healthcare Associated Infection Control & Prevention Update ▪ Financial Monitoring Report ▪ Performance Report ▪ Health and Care Staffing Act Compliance ▪ Statutory and other committee minutes ▪ Board meeting dates, business programme and action tracker <p>Other business</p> <ul style="list-style-type: none"> ▪ Budget Setting and 5-year Financial Plan approval ▪ Capital Programme Allocations approval ▪ Resource to the IJB (Delegated Budget) approval ▪ Annual Delivery Plan approval ▪ Strategic Commissioning Plan draft process ▪ Health and Care Staffing Act Annual Report ▪ Strategic Risk Register ▪ Risk Management Annual Report 	
26 June 2025	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Quality Report ▪ Healthcare Associated Infection Control & Prevention Update ▪ Financial Monitoring Report ▪ Performance Report ▪ Health and Care Staffing Act Compliance 	<ul style="list-style-type: none"> ▪ Report to Board Members from External Auditors for Financial Year 2024/25

Meeting date	Business	Part B requirement
	<ul style="list-style-type: none"> ▪ Statutory and other committee minutes ▪ Board meeting dates, business programme and action tracker <p>Other business</p> <ul style="list-style-type: none"> ▪ Annual Delivery Plan Update Q4 ▪ Whistleblowing Standards Annual Report ▪ Remuneration Committee Annual Report 	<ul style="list-style-type: none"> ▪ Draft Letter of Representation from Accountable Officer to External Auditors ▪ Annual Report and Accounts for Year Ended 31 March 2025 ▪ Notification from Sponsored Bodies: Audit Committee
23 Sept 2025	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Quality Report ▪ Healthcare Associated Infection Control & Prevention Update ▪ Financial Monitoring Report ▪ Performance Report ▪ Health and Care Staffing Act Compliance ▪ Statutory and other committee minutes ▪ Board meeting dates, business programme and action tracker <p>Other business</p> <ul style="list-style-type: none"> ▪ Annual Delivery Plan update Q1 ▪ Annual Review of Strategic Delivery Plan (will move to June in future years) ▪ Feedback and Complaints Annual Report ▪ Medical Director's Annual Report inc Duty of Candour ▪ Procurement Annual Report ▪ Public Protection Committee Annual Report ▪ Shetland Integrated Children's Plan Annual Report ▪ Emergency Planning Annual Report ▪ Public Health Annual Report 	

Meeting date	Business	Part B requirement
16 Dec 2025	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Quality Report ▪ Healthcare Associated Infection Control & Prevention Update ▪ Financial Monitoring Report ▪ Performance Report ▪ Health and Care Staffing Act Compliance ▪ Statutory and other committee minutes ▪ Board meeting dates, business programme and action tracker <p>Other business</p> <ul style="list-style-type: none"> ▪ Annual Delivery Plan Update Q2 ▪ Strategic Commissioning Plan draft process ▪ Winter Plan ▪ Cybersecurity Report ▪ Board and Committee Schedule for 2026/27 	
10 Feb 2025	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Quality Report ▪ Healthcare Associated Infection Control & Prevention Update ▪ Financial Monitoring Report ▪ Performance Report ▪ Health and Care Staffing Act Compliance ▪ Statutory and other committee minutes ▪ Board meeting dates, business programme and action tracker <p>Other business</p> <ul style="list-style-type: none"> ▪ Annual Delivery Plan Update Q3 ▪ Strategic Commissioning Plan ▪ Register of Interests and review of Standing Orders 	<ul style="list-style-type: none"> ▪ Draft Annual Delivery Plan

Held over business	Planned date	New date	Comment
Annual Review of Strategic Delivery Plan	June	September	Newly identified ask, will move to June in the yearly planning cycle

Business yet to be scheduled as at June 2025:

n/a

<https://www.nhssheland.scot/downloads/file/3092/board-business-programme>