

| Board Workplan 2025/26 | | Frequency | Owner | Route to the meeting | Purpose | Blueprint for Good Governance | Apr-25 | Jun-25 | Sep-25 | Dec-25 | Feb-26 | |
|--|--|--|--------|--------------------------------------|----------------------------|-------------------------------|--------------------|--------|--------|--------|--------|--------------------|
| Standing items | Minutes from previous meeting | Standing | Chair | Board Meeting | Noting | Holding to Account | x | x | x | x | x | |
| | Matters Arising | Standing | Chair | Board Meeting | Noting | Holding to Account | x | x | x | x | x | |
| | Action Tracker | Standing | CSM | Board Meeting | Noting | Holding to Account | x | x | x | x | x | |
| | Board Business Programme | Standing | CSM | Board Meeting | Awareness | Set the Direction | x | x | x | x | x | (x) in draft |
| | Statutory and other committee minutes | Standing | CSM | Standing Committees | Awareness | Holding to Account | x | x | x | x | x | In private session |
| Quality of care | Quality Report | Standing | DN&AS | Clinical Governance Committee | Assurance | Holding to Account | x | x | x | x | x | |
| | Healthcare Associated Infection Control & Prevention Update | Standing | DN&AS | Clinical Governance Committee | Assurance | Holding to Account | x | | x | x | x | |
| | Winter Plan | Annual | HoP | Clinical Governance Committee | Assurance | Set the Direction | | | | x | | |
| | Feedback and Complaints Annual Report | Annual | CSM | Clinical Governance Committee | Assurance | Holding to Account | | | x | | | |
| | Medical Director's Report inc Duty of Candour | Annual | MD | Clinical Governance Committee | Assurance | Holding to Account | | | x | | | |
| Performance and Resources | NHS Shetland Performance Report | Standing | HoP | Finance and Performance Committee | Assurance | Holding to Account | x | x | x | x | x | |
| | Financial Monitoring Report | Standing | DoF | Finance and Performance Committee | Assurance | Holding to Account | x | x | x | x | x | |
| | Budget Setting and 3 Year Financial Plan | Annual | DoF | Finance and Performance Committee | Assurance | Set the Direction | x | | | | (x) | |
| | Capital Programme Allocations | Annual | DoF | Finance and Performance Committee | Assurance | Set the Direction | x | | | | (x) | |
| | Resource to the IJB (delegated budget) | Annual | DoF | Finance and Performance Committee | Decision | Set the Direction | x | | | | (x) | |
| | Annual Delivery Plan | Annual | HoP | Finance and Performance Committee | Assurance | Set the Direction | x | | | | (x) | |
| | Strategic Commissioning Plan | Annual | HoP | Finance and Performance Committee | Assurance | Set the Direction | | | | | x | |
| | Annual Report and Accounts | Annual | DoF | Audit and Risk Committee | Assurance | Holding to Account | | x | | | | |
| | Annual Report to Board Members from External Auditors | Annual | DoF | Audit and Risk Committee | Assurance | Holding to Account | | x | | | | |
| | Draft Letter of Representation from Accountable Officer to External Auditors | Annual | DoF | Audit and Risk Committee | Assurance | Holding to Account | | x | | | | |
| | Annual Review of Strategic Delivery Plan | Annual | HoP | Finance and Performance Committee | Assurance | Holding to Account | | x | | | | |
| | Procurement Annual Report | Annual | DoF | Finance and Performance Committee | Assurance | Holding to Account | | | x | | | |
| | Stategic Risk Register | Bi-annual | CNC | Audit and Risk Committee | Assurance | Holding to Account | x | | x | | | |
| | Risk Management Annual Report | Annual | CNC | Audit and Risk Committee | Assurance | Holding to Account | x | | | | | |
| | Resilience and Business Continuity Annual Report | Annual | DPH | Clinical Governance Committee | Assurance | Holding to Account | | | x | | | |
| Governance | Integration Joint Board Membership | 3 yearly | CSM | Board Meeting | Decision | Manage Risk | x | | | | | |
| | Register of Interests | Annual | CSM | Board Meeting | Awareness | Holding to Account | | | | | x | |
| | Board and Committee Schedule | Annual | CSM | Board Meeting | Awareness | Set the Direction | | | | x | | |
| | Review of Committee Membership | 2 yearly | CSM | Board Meeting | Decision | Manage Risk | | x | | | | |
| | Blueprint for Good Governance Improvement Action Plan | Bi-annual | CSM | Board Development Session | Assurance | Holding to Account | x | | | x | | |
| | Review of Standing Orders | Annual | CSM | Board Meeting | Assurance | Manage Risk | | | | | x | |
| | Annual Review Letter - as available | Annual | CSM | Annual Review Meeting | Assurance | Holding to Account | | | | | | |
| | Public Protection Committee Annual Report | Annual | DN&AS | Public Protection Committee | Awareness | Holding to Account | | | x | | | |
| | Shetland Integrated Children's Plan Annual Report | Annual | DN&AS | Clinical Governance Committee | Awareness | Holding to Account | | | x | | | |
| | Public Health Annual Report | Annual | DPH | None | Awareness | Holding to Account | | | x | | | |
| | Sustainability Report | Annual | HoE&F | Finance and Performance Committee | Awareness | Holding to Account | | | | | x | |
| | Counter Fraud Services | Annual | DoF | Audit and Risk Committee | Awareness | Managing Risk | | | | x | | |
| | Cybersecurity Assurance Report | Annual | HoDT | Finance and Performance Committee | Assurance | Holding to Account | | | | x | | |
| | Corporate Objectives - in Strategic Delivery Plan | 3 yearly | HoP | Finance and Performance Committee | Decision | Set the Direction | | x | | | | |
| | Workforce | Health and Care Staffing Act Annual Report | Annual | CNC | Staff Governance Committee | Assurance | Holding to Account | x | | | | |
| Health and Care Staffing Act Compliance | | Standing | CNC | Staff Governance Committee | Assurance | Holding to Account | x | | x | x | x | |
| Whistleblowing Standards Annual Assurance Report | | Annual | MD | Staff Governance/Clinical Governance | Assurance | Holding to Account | | x | | | | |
| Whistleblowing Standards Compliance | | Quarterly | MD | Staff Governance/Clinical Governance | Assurance | Holding to Account | | x | x | x | x | |
| Workforce Report | | Annual | DHR&SS | Staff Governance Committee | Assurance | Holding to Account | | x | | | | |
| Remuneration Committee Annual Report | | Annual | DHR&SS | Remuneration Committee | Assurance | Holding to Account | | x | | | | |