

Board Workplan 2026/27		Frequency	Owner	Route to the meeting	Purpose	Blueprint for Good Governance	Apr-26	Jun-26	Sep-26	Dec-26	Feb-27	
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				