

**NHS 24  
BOARD MEETING**

**31 AUGUST 2023  
ITEM NO 12.5  
FOR ASSURANCE**

**KEY POINTS OF THE INTEGRATED GOVERNANCE COMMITTEE HELD  
ON 27 JUNE 2023**

<b>Executive Sponsor:</b>	Committee Chair, Dr Martin Cheyne
<b>Lead Officer/Author:</b>	Board Secretary, Geraldine Mathew
<b>Action Required</b>	The Board is asked to note the key points for assurance from the Integrated Governance Committee meeting held on 27 June 2023.

**1. Purpose of the report**

This report provides the NHS 24 Board with an update on key issues arising from the Integrated Governance Committee meeting held on 27 June 2023 at 10am, via MS Teams.

**2. Recommendation**

The NHS 24 Board is asked to receive and note the key points outlined.

**3. Integrated Governance Committee Annual Review of Terms of Reference**

The Committee reviewed its Terms of Reference and minor amendments were considered and agreed as follows:

- Paragraph 2.1 – Membership – Removal of reference to Admin Control.
- Paragraph 3.9 – Amendment to – “Administrative support for the Committee will be provided by the Board Secretary or nominated deputy.”

**4. Integrated Governance Committee Annual Committee Effectiveness Review: Proposal and Timescale**

The Committee considered the proposal and timescale outlined within the paper detailing the Committee Annual Effectiveness Review and were content to approve this, noting that the Review would be undertaken by members in July 2023, and the results and associated Action Plan presented to the Committee in December 2023.

**5. Legal Claims Process**

The Committee considered a paper which provided clarity of the roles of the various Committees in relation to Legal Claims and proposed that a consolidated report be presented annually to the Board Reserved meeting to update all members on legal claims including the costs incurred, the themes over the year, and the actions to mitigate the risk.

The Committee were content to approve the proposal and suggested additional actions including the creation of a central database that contained information about claims which could be used to summarise to the Committees and the Board to ensure visibility of any emerging plans and assurance regarding the learning and actions taken.

**6. Integrated Governance Committee Annual Report 2022/23**

The Committee considered the Integrated Governance Committee Annual Report 2022/23, which had been circulated and approved virtually by the Committee and noted that this had been presented to the NHS 24 Board at its meeting on 22 June as part of the annual report and accounts process. The Committee were content note the report for homologation.

**7. Development Sessions for Committees**

The Committee discussed the merit of Committees undertaking development sessions, given the positive feedback received from the recent Staff Governance Committee development session.

The Committee were content to await the conclusion of the Committee Self Effectiveness Assessments being undertaken during July, with consideration of this being given by individual Committee Chairs, dependent on the outcome of the assessments.

**8. Format for Board and Committee Meetings/Hybrid Meetings**

The Committee discussed the current format for Board and Committee meetings and the Committee agreed the following principles:

- Meetings would continue to be held using hybrid methods given the Boards commitment to tackling climate change, sustainability and reducing travel.
- Board Meetings and Board Workshops would be held in person and all members would be expected to attend in person where possible. In the event that a member was unable to attend in person, an MS Teams link would be made available to the member.
- The governance Committees would continue to hold meetings in a way which was most suitable for Committee members, i.e., in person, virtual meetings, hybrid meetings, or a combination of these.

## NHS 24 OFFICIAL

- Committees would aim to have at least one meeting in person throughout the year.

### **9. Date of Next Meeting**

Thursday 7 December 2023, 10am, MS Teams.