

**NHS 24
BOARD MEETING**

**02 MARCH 2023
ITEM NO 12.5b
FOR ASSURANCE**

**KEY POINTS OF THE INTEGRATED GOVERNANCE COMMITTEE HELD
ON 6 DECEMBER 2022**

Executive Sponsor:	Committee Chair, Dr Martin Cheyne
Lead Officer/Author:	Board Secretary
Action Required	The Board is asked to note the key points for assurance from the Integrated Governance Committee meeting held on 6 December 2022.

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 6 December 2022 at 10am, via MS Teams.

2. Recommendation

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

2.1 Risk Register Alignment to the Board and Audit & Risk Committee

The Committee were asked to consider the current reporting frequency of the Risk Register to Audit and Risk Committee and the NHS 24 Board. The Risk Register is currently presented to the Audit & Risk Committee 4 times per annum and 6 times per annum to the NHS 24 Board. This arrangement was deemed appropriate during the pandemic when risk was high, however this is now anomalous, where the NHS 24 Board are hearing of risk updates out-with the Committee timetable. The Integrated Governance Committee were content to approve the recommendation that Risk Register updates to the NHS 24 Board reverted to the previous reporting cycle and would be presented to the NHS 24 Board in line with the Audit & Risk Committee reporting cycle of 4 times per annum. The Integrated Governance Committee were content to note that, in the event of any material risk being raised in between times, this would be reported via the Chief Executive Report or via an exception report to the NHS 24 Board.

2.2 Allocation of Procurement Strategy to Governance Committee

The Committee discussed the current reporting arrangements of the Procurement Strategy, which was being reported to both the Planning & Performance Committee and the Audit & Risk Committee. The Committee

were content to accept the recommendation that, to reduce duplication going forward, the Procurement Strategy would continue to be presented to the Planning & Performance Committee only, with the Audit & Risk Committee continuing to receive the Procurement Annual Report.

2.3 Cumulative Risk

The Committee considered the report recently presented to the Audit & Risk Committee in respect of Managing Cumulative Risk. The Integrated Governance Committee were assured by the paper provided that significant rigour was applied to the management and mitigation of risk and consideration of the cumulative effect of risks identified.

2.4 Annual Accounts Process and Governance Arrangements

The Committee considered the report which was recently presented to the Audit & Risk Committee in respect of the Review of the Annual Accounts Process. The Integrated Governance Committee were content to approve the recommendations made within the report including the management of preparation and early presentation of the Annual Report, and the amended arrangements for the presentation of routine reports to the Audit & Risk Committee, the NHS 24 Board Reserve meeting and the NHS 24 Board meeting, for the 2022/23 Annual Report and Accounts process.

2.5 Draft Board and Committee Workplans 2023/24

The Committee considered the first draft Board and Committee Workplans for 2023/24 and noted that work would continue to develop and shape these in discussion with the Chair of the Committees, the Executive Leads and the Committee Secretariat. Discussion took place regarding the potential to incorporate “on the road” visits to other NHS 24 Centres across Scotland, along with the potential to visit partner Boards, such as the territorial Boards across Scotland, as part of the overall engagement strategy. This would be considered further by Executive Management Team, with a view to arranging this for the May 2023 NHS 24 Board Workshop session.

2.6 Annual Board and Governance Committee Effectiveness Reviews

The Committee discussed the Annual Board and Governance Committee Effectiveness Reviews. The Board Secretary confirmed that an online survey had been piloted circa November 2018 by some Boards, however due to the pandemic and the anticipated publication of the Blueprint for Good Governance, this has not progressed further. Following discussion, the Committee agreed to revert to use of the previous self-assessment tool and recommended that a proposal be developed by the Board Secretary which included the timescales for undertaking the next Board and Governance Committee Effectiveness Reviews, along with the options and costings for inviting an External Review of Board and Governance Committee effectiveness in 2024/25.

2.7 Board and Governance Committee Meetings – Format Arrangements and Consistency

The Board Secretary provided an overview of current work underway by the Ethical Standards Commission to research and collate information in respect of hybrid models for meetings of Boards and Committee, including the challenges and opportunities this presents. A proposal was being developed by the Ethical Standards Commission, which would be presented to the Board Secretaries Group in due course. Given that the timescale for completion of this work was unclear, the Chair suggested that discussion and agreement be reached with regards to the current arrangements for Board and Committee meetings. Subsequently, the Integrated Governance Committee agreed that:

- NHS 24 Board Meetings would continue to take place in person, with all members encouraged to attend wherever possible. MS Teams links would be made available in circumstances where Board members were unable to attend in person.
- NHS 24 Board Workshop Sessions would also continue to take place in person, with the above exception.
- Governance Committees may avail of online options if felt appropriate e.g., ARC would commit to having alternative meetings, e.g., one meeting in person, and one meeting virtually on MS Teams. Committees would trial the route they felt most appropriate for the next two Committee cycles, with this being reviewed by the Integrated Governance Committee at its next meeting in June 2023.
- For clarity, the Integrated Governance Committee agreed that, in the interests of developing effective relationships, and ensuring high quality discussions at meetings, every effort should be made by Board members to attend in person meetings, where possible. A hybrid approach would be undertaken for face-to-face meetings where members were unable to attend in person due to exceptional circumstances.