

<b>NHS 24 BOARD MEETING</b>		<b>20 JUNE 2019 FOR ASSURANCE</b>	
<b>FINANCE AND PERFORMANCE COMMITTEE ANNUAL REPORT TO THE BOARD – 2018/19</b>			
<b>Non-Executive Sponsor:</b>	Committee Chair		
<b>Lead Officer/Author:</b>	Deputy Director of Finance		
<b>Action Required</b>	The Annual Report of the Finance and Performance Committee is presented to the Board for assurance.		
<b>Key Points</b>	This report sets out the activities of the Finance and Performance Committee during 2018/19 and details how it has fulfilled its governance remit.		
<b>Financial Implications</b>	There are no direct financial implications associated with this paper.		
<b>Timing</b>	The Finance and Performance Committee prepares a report on its activities on an annual basis. This report is then considered by the Audit and Risk Committee and the NHS 24 Board.		
<b>Contribution to NHS 24 strategy</b>	The Finance and Performance Committee reviews the performance of the organisation against the NHS 24 Strategy on an ongoing basis.		
<b>Contribution to the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016)</b>	The Finance and Performance Committee reviews the organisation's contribution against the 2020 Vision and National Health and Social Care Delivery Plan on an ongoing basis.		
<b>Equality and Diversity</b>	The Finance and Performance Committee ensures that business cases have been impact assessed and support NHS 24 to meet its duties with regard to equality and patient engagement.		

## 1. RECOMMENDATION

- 1.1 The Annual Report of the Finance and Performance Committee 2018/19 is presented to the Board for assurance.

## 2. INTRODUCTION

- 2.1 This report sets out the activities of the Finance and Performance Committee during 2018/19 and details how it has fulfilled its governance remit.

### **3. REMIT**

- 3.1 The Finance and Performance Committee is not a statutory committee of the Board; it is an additional committee which was created during 2014/15 to enhance scrutiny in relation to resource allocation and organisational performance. Its role is to provide assurance to the NHS 24 Board that systems and procedures are in place to monitor, manage and improve overall performance and ensure best value is achieved from resource allocation.

### **4. MEMBERSHIP / ATTENDANCE**

- 4.1 The members and attendees of the Committee are listed below:

#### **Members**

Mr Mike McCormick	Non-Executive Member Committee Chair
Ms Madeline Smith	Non-Executive Member
Mr Martin Togneri	Non-Executive Member
Mr John Glennie	Non-Executive Director

#### **Attendees**

Ms Esther Robertson	Chair NHS 24
Ms Angiolina Foster	Chief Executive
Dr Laura Ryan	Medical Director
Mrs Margo McGurk	Director of Finance & Performance
Mr Iain Adams	Deputy Director of Finance
Ms Stephanie Phillips	Director of Service Delivery
Mr Alan Webb	Non-Executive Director
Ms Lynne Huckerby	Director of Service Delivery
Mr Eddie Docherty	Director of Nursing & Care
Mr David Miller	Director of Workforce
Ms Ann-Marie Gallacher	Chief Information Officer

### **5. MEETINGS**

- 5.1 The Committee met on four occasions during the year between 1 April 2018 and 31 March 2019. All four meetings were quorate.

### **6. COMMITTEE ACTIVITIES**

- 6.1 The Committee routinely reviewed performance progress in the following areas during 2018/19:

- Service quality and performance
- Financial performance
- Estates and facilities

- Information governance
- Procurement
- Risk management
- Brexit preparedness

6.2 During the year, the Committee considered specific reports and updates on a range of issues:

- Estates strategy development
- Improvements to performance reporting and the development of the new Service Quality Report format
- Progress on workstreams within the Service Transformation Programme
- Progress with the National Board Collaboration
- The GP Triage Addendum to the NHS 24 Strategy business case
- Developments to the Strategic Planning Resource Allocation process
- The development of the Annual Operating Plan
- Procurement & Facilities Updates and Annual Report
- Finance & Performance Committee terms of reference and committee effectiveness
- NHS 24 and the Health and Social Care Alliance Scotland MoU
- The implementation of Fairer Scotland Duty legislation
- Media and Campaigns Plan 2018/19
- Brand Review
- NHS 24 Strategy Refresh (Draft) 2019-24
- Digital Strategy
- Technology and Data Strategy
- 111 Service Model Development and Implementation Plan
- Technology Refresh Programme
- National Transformation Fund 2019/20
- Winter Plan 2018/19.

6.3 Formal Minutes of each meeting were taken and once approved were placed on the next available Board agenda. In addition, any significant matters arising from discussions at meetings were highlighted to the Board by the Committee Chair at the next available Board Meeting.

6.4 The Committee considered risks pertinent to financial and organisational performance on a quarterly basis.

## **7. EXTERNAL GUIDANCE, STANDARDS AND LEGISLATION**

- 7.1 During the year the Finance and Performance Committee received regular reports from the Director of Finance & Performance on technical matters, external standards and legislation as they applied to NHS 24.

## **8. PRIORITIES FOR THE YEAR AHEAD**

- 8.1 The Finance and Performance Committee will continue to review progress and the impact of the proposed changes to the 111 Service Model and how NHS 24 supports Mental Health and Primary Care Reform.

The digital and estates strategy will be another clear focus in 2019/20 for the Finance and Performance Committee. Two business cases will come before the Committee informed by those strategies. The Committee will play a key role in ensuring a robust process has been undertaken to assess the options as to how best to respond to the request for NHS 24 to vacate the Golden Jubilee Foundation site and to maximize the value from the planned technical refresh.

## **9. CONCLUSION**

- 9.1 The Finance and Performance Committee continues to deliver an essential contribution to ensuring the effectiveness of the control frameworks in place to secure effective resource allocation and review of corporate performance in accordance with its Terms of Reference, and will seek to maintain that progress.