

NHS 24 BOARD	12 DECEMBER 2019 ITEM NO 9.1 FOR APPROVAL
CORPORATE GOVERNANCE FRAMEWORK	
Executive Sponsor:	Director of Finance and Performance
Lead Officer/Author:	Deputy Director of Finance
Action Required	The Corporate Governance Framework is presented to the Board for approval to replace the current version.
Key Points	The Corporate Governance Framework should be reviewed periodically to ensure that as a working document it up to date.
Date presented to EMT and relevant Committee	This framework has been reviewed by the EMT and November A&R committee. Minor updates have been incorporated after feedback from the EMT and November 2019 A&R committee. Board approval is sought prior to publishing the document.
Summary of key discussion points/actions arising from respective Committees	Mostly cosmetic changes to ensure correct job titles and organisational chart. Request to change from Special Board to National Board have not been made. On reflection some references to Special were correct and to have a mix of terms could cause confusion.
Strategic alignment and link to overarching NHS Scotland priorities and strategies	This is a reference document that ensures NHS and other policies/guidance are incorporated into the Governance processes within NHS 24.
Key Risks	This does not directly relate to a risk on the corporate risk register but is a key document in ensuring proper controls and procedures are in place to minimise risk within NHS 24.
Financial Implications	There are no direct financial implications associated with this paper.
Equality and Diversity	The changes to the document should not negatively impact protected groups.

1. RECOMMENDATION

- 1.1 The Board is asked to formally record the approval of the revised Corporate Governance Framework.

2. BACKGROUND

- 2.1 The NHS 24 Corporate Governance Framework encompasses the key governance documents of the organisation. In relation to the functioning of the NHS 24 Board, it includes the Standing Orders (including Terms of Reference for Governance Committees and the Code for Conduct for Board members), NHS 24 Framework Document, Scheme of Delegation, Standing Financial Instructions, Executive Management Team structure and Terms of Reference.
- 2.2 The existing Framework was reviewed at the Audit & Risk Committee in June 2018, with the intention that it becomes a 'live' document which will be amended on an ongoing basis to meet the needs of the organisation and submitted to the Audit & Risk Committee and Board on an annual basis for review and approval.
- 2.3 The updated version attached has been reviewed by the Associate Director of Planning and Performance and Deputy Director of Finance to ensure that as a live document it is up to date and reflects any changes. The November A&R Committee reviewed the updates and suggested changes have been incorporated the version appended.
- 2.4 No material changes have been made to the substance or structure of the document. Updates to ensure consistency with latest regulations, practice and terminology have been made. For example, updating changes to procurement and payroll processes to reflect current suppliers and practice. Also, to ensure consistent terminology such as removing reference to Finance & Planning Committee.
- 2.5 The full Corporate Governance Framework is circulated as part of the papers for this meeting to for review.

3 NEXT STEPS

- 3.1 Feedback will be incorporated into the document.
- 3.2 The version approved by the Board will then replace the current version.