

NHS 24 BOARD	27 AUGUST 2020 ITEM NO 6.2.2 FOR APPROVAL
PLANNING AND PERFORMANCE COMMITTEE ANNUAL REPORT TO THE BOARD – 2019/20	
Non-Executive Sponsor:	Committee Chair
Lead Officer/Author:	Associate Director of Planning and Performance
Action Required	The Annual Report to the Board is presented to the Board for approval.
Key Points	This report sets out the activities of the Planning and Performance Committee during 2019/20 and details how it has fulfilled its governance remit.
Financial Implications	There are no direct financial implications associated with this paper.
Timing	The Planning 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.
Contribution to NHS 24 strategy	The Planning and Performance Committee reviews the performance of the organisation against the NHS 24 Strategy on an ongoing basis.
Contribution to the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016)	The Planning and Performance Committee reviews the organisation's contribution against the 2020 Vision and National Health and Social Care Delivery Plan on an ongoing basis.
Equality and Diversity	The Planning 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 to the Board 2019/20 is presented to the Board for approval.

2. INTRODUCTION

- 2.1 This report sets out the activities of the Planning and Performance Committee during 2019/20 and details how it has fulfilled its governance remit.

3. REMIT

3.1 The Planning and Performance Committee, previously titled 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
Mr Alan Webb	Non-Executive Director

Attendees

Dr Martin Cheynne	Chair NHS 24
Ms Angiolina Foster	Chief Executive
Dr Laura Ryan	Medical Director
Mr Eddie Docherty	Director of Nursing & Care (to 31 January 2020)
Ms Brenda Wilson	Associate Director of Nursing & Care (for February 2020 only)
Ms Margo McGurk	Director of Finance
Ms Stephanie Phillips	Director of Service Delivery
Ms Ann-Marie Gallacher	Chief Information Officer
Mr David Wright	Director of Workforce
Ms Lynne Huckerby	Director of Service Development
Ms Paula Speirs	Associate Director, Planning and Performance
Mr Damien Snedden	Deputy Director of Finance

Members	Planning and Performance Committee			
	15 May 2019	15 August 2019	22 November 2019	10 February 2020
Mike McCormick (C)	Yes	Yes	Yes	Yes
Martin Togneri	Yes	Yes	Yes	Yes
Madeline Smith	Yes	Yes	Yes	Yes
John Glennie	No	Yes	No	Yes
Alan Webb	Yes	Yes	Yes	Yes

5. MEETINGS

5.1 The Committee met on four occasions during the year between 1 April 2019 and 31 March 2020. All four meetings were quorate.

6. COMMITTEE ACTIVITIES

6.1 The Committee routinely reviewed performance progress in the following areas during 2019/20:

- Service quality and performance
- Financial performance
- Workforce Performance
- Estates and facilities
- Information governance
- Procurement
- Risk management (including Corporate Risk Register)
- Brexit preparedness
- Integrated Governance

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

- Improvements to performance reporting and the development of the new Service Quality Report format
- Progress on workstreams within the Change Portfolio
- Progress with the National Board Collaboration
- Estates strategy development
- Developments to the Strategic Planning Resource Allocation process
- Mid-point review of 2017-2022 NHS 24 Strategy Refresh
- The development of the Annual Operating Plan (AOP)
- Procurement & Facilities Updates and Annual Report
- Planning & Performance Committee terms of reference and committee effectiveness
- NHS 24 and the Health and Social Care Alliance Scotland Memorandum of Understanding (MoU)
- The implementation of Fairer Scotland Duty legislation
- Brand Review
- Technology and Digital Strategy (Connect Programme)
- 111 Service Model Development and Implementation Plan
- Primary Care Reform Update
- Business Intelligence & Reporting Proposal
- National Transformation Fund 2019/20
- Easter Plan 2019/20
- Winter Plan 2019/20
- International Health Advice (IHART)
- Major Incidents with Mass Casualties National Plan for NHS Boards and Health and Social Care Partnerships (HSCPs) 2019
- Communication Delivery Plan
- 2019/20 Ministerial Review Briefing
- Programme Management Office (PMO) Audit and Risk Response

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 Planning 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. CONCLUSION

- 8.1 The Planning and Performance Committee concludes that it has fulfilled its remit and 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.