

**NHS 24
INTEGRATED GOVERNANCE COMMITTEE**

**23 NOVEMBER 2021
FOR APPROVAL
ITEM NO. 3.0**

**Draft Minutes of the Integrated Governance Committee Meeting held on
Thursday 25 May 2021 at 2.00pm
Microsoft Teams**

The Committee is asked to approve the Minutes of the Integrated Governance Committee held on 25 May 2021 as an accurate record of discussions.

1. WELCOME AND APOLOGIES

Committee Members

Dr Martin Cheyne	Chair
Ms Madeline Smith	Non-Executive Member
Mr Martin Togneri	Non-Executive Member
Mr Mike McCormick	Non-Executive Member
Mr John Glennie	Non-Executive Member
Mr Albert Tait	Non-Executive Member

In Attendance

Mr Jim Miller	Chief Executive
Ms Paula Speirs	Interim Director of Service Development
Ms Linda Davidson	Interim Director of Workforce
Ms Maria Docherty	Director of Nursing & Care
Mr John Gebbie	Director of Finance
Dr Laura Ryan	Medical Director
Ms Yvonne Kerr	Executive Assistant (Minutes)

Apologies

No apologies noted.

The Chair opened the meeting and welcomed members and attendees to the meeting of the Integrated Governance Committee.

2. DECLARATION OF INTERESTS

2.1 No declarations of interest were noted.

3. MINUTES OF THE PREVIOUS MEETING/ACTION LOG

3.1 The Committee reviewed and approved the minutes of the meeting held on 3 December 2020. The Committee agreed actions recommended for closure can be removed.

4. IGC COMMITTEE ANNUAL REPORT 2020/21

4.1 The Committee discussed the draft Annual Report and agreed a number of small changes.

Action: Ms Kerr

4.2 The Committee approved Annual Report after amendments.

5. CORPORATE RISK REGISTER

5.1 The Corporate Risk Register provides an update on Corporate risks to the organisation scoring 10 and above as at 11th May 2021. It was noted that an updated corporate risk register will be provided to the Audit & Risk Committee on 3 June 2021.

5.2 It was highlighted that as part of ongoing improvement work, the Head of Risk Management & Resilience will undertake a review of NHS 24's risk management maturity and then identify the steps to be taken to build upon existing arrangements. When complete this will be provided to the Audit and Risk Committee for discussion and approval.

5.3 Following detailed discussion the Committee confirmed the role of this Committee for the Corporate Risk Register is to provide oversight, ensuring conversations are not duplicated and being assured that appropriate Committees are reviewing the appropriate risks and mitigations.

5.4 The Chair confirmed the Audit and Risk Committee has prime responsibility for reviewing the Risk Register in detail and noted further discussion in required to agree if the Risk Register is required at every IGC meeting.

Action: Chair/Chief Exec/Mr Tait

5.5 The Committee noted the Corporate Risk Register for assurance.

6. BOARD AND COMMITTEE WORKPLAN 2021/22

6.1 The Committee agreed that it would be useful to review all Committee work plans together going forward to identify any potential gaps. It was noted that as the workplans need to be dynamic to reflect the current situation, this will mean that additional items not on the workplans will be added as and when required.

6.2 Mr Togneri asked for clarity on why the Remuneration Committee was not included within the workplan. It was confirmed that, as this is a sub-committee of the Staff Governance Committee it would not be included. It was also highlighted that the workplan for the IGC should be included in the overall workplan going forward.

Action: Ms Kerr

6.3 The Committee noted the workplan for assurance.

7. TERMS OF REFERENCE

7.1 The Chair highlighted that the Terms of Reference will remain on future agendas for review, reflecting the evolving nature of the Committee.

7.2 Ms Speirs noted the Terms of Reference were approved by the Committee and the Board in December 2020 and there have been no further amendments since approval.

7.3 Following discussion the Committee agree to amend the Committee membership to specifically include the Vice Chair as a member. It was also noted paragraph 2.1 and 2.2 to be reworded to reflect the change.

Action: Ms Kerr

7.4 After amendments the Committee approved the Terms of Reference.

8. REVIEW OF GOVERNANCE LIGHT ARRANGEMENTS

8.1 The Committee are asked to review the effectiveness of the more focused approach to governance and to consider how we take the opportunity to adopt some of the principles and processes that have been successful as part of the more focused approach (“Governance Light”) and begin to recover some of the aspects of governance development and improvement work paused during this period.

8.2 Following the May Committee cycle it was agreed 90 minutes for the Committees was to remain for the time being, although 2 hours slots would be protected in the diary as a contingency. The Chair confirmed there is flexibility to extend the meetings if required.

8.3 To reduce the demands on Executive Director’s time, it was agreed that the paper submitted to each Committee would not be updated however, the Cover paper should be updated to advise on the specific lens for a particular Committee to avoid duplication of conversations. It was suggested for the cover paper template to be updated to provide information for specific lenses.

Action: Ms Speirs / Ms G. Phillips

8.4 The Committee noted the Review of Governance Light Arrangements for assurance.

9. ANY OTHER BUSINESS

9.1 There was no other business noted.

10. DATE OF NEXT MEETING

10.1 The next meeting will be held on 23 November 2021.