

NHS 24 BOARD MEETING		02 MARCH 2023 ITEM NO 11.3 FOR APPROVAL	
NHS 24 BOARD AND GOVERNANCE COMMITTEE WORKPLANS 2023/24			
Executive Sponsor:		Director of Finance	
Lead Officer/Author:		Board Secretary	
Action Required		The Board is asked to approve the draft NHS 24 Board and Committee Workplans for 2023/24 and note that the Workplans will continue to be shaped and developed throughout 2023/24.	
Key Points for this Committee to consider		The attached Board and Committee Workplans have been developed through consultation with the Board Chair and the Chairs and Executive Leads of the respective Committees.	
Governance process		<p>The attached paper was discussed by the Integrated Governance Committee at its meeting in December 2022.</p> <p>The Governance Committee Workplans were approved at the February 2023 Committee meetings.</p>	
Strategic alignment and link to overarching NHS Scotland priorities and strategies		<p>State how this paper aligns with the key strategic priorities below and any other appropriate SG policies:</p> <ul style="list-style-type: none"> • Blueprint for Good Governance. 	
Key Risks		There are no key risks associated with this paper.	
Financial Implications		There are no financial implications associated with this paper.	
Equality and Diversity		The Board supports NHS 24 in meeting its duties with regards to equality and patient engagement.	

1. RECOMMENDATION

- 1.1 The Board is asked to approve the draft Board and Committee Workplans for 2023/24, noting that work will continue to develop and shape these workplans throughout the remainder of 2023/24, in collaboration with the Chairs of Committees, Executive Leads, and Committee members.

- 1.2 Governance Committee Workplans for 2023/24 were reviewed and approved at the individual Committee meetings in February 2023.

BOARD PUBLIC MEETINGS

BOARD STANDING ITEMS	Lead	27/04/2023	22/06/2023	31/08/2023	26/10/2023	21/12/2023	29/02/2024	Comments
Executive Report to the Board	Board Secretary							
Corporate Risk Register	Kevin McMahon							
Strategic Risk Register	Kevin McMahon							Align to RMP/Strategic Framework twice a year
Corporate Performance Report	Steph Phillips							
Workforce Performance Report (Quarterly)	Jacqui Hepburn							
Financial Performance Report (Financial Assurance)	John Gebbie							
Strategic Planning Update	Steph Phillips							Will be determined by Strategy updates. Discussed at Board 28.04.22 and agreed June update
Patient Stories (verbal)	Maria Docherty							
ADDITIONAL BOARD ITEMS	Lead	27/04/2023	22/06/2023	31/08/2023	26/10/2023	21/12/2023	29/02/2024	Comments
Terms of Reference - All Committees	Committee Secretariat							Committees May/June - IGC June - Board August
Board and Standing Committee Dates	Board Secretary						2024/25	Committees Nov - December Final Approval March Board - proposed dates to December IGC
Board and Standing Committee Workplans	Board Secretary						2024/25	Committees Nov - proposed to December IGC
Board and Committee Composition	Board Secretary							August annual review and as and when required.
Gifts and Hospitality Register	Board Secretary							Annual
Register of Interests	Board Secretary							Annual
Standing Committees Approved Minutes and Highlight Reports	Committee Secretariat							No Committee cycle October.
Corporate Governance Framework	John Gebbie							Regular annual review in December.
Annual Review Update	Steph Phillips							P&P Primary Committee/ Month to Board TBC
Annual Board Effectiveness Review	Board Secretary							Discussion at IGC in December/ Month to Board TBC.
Communications Delivery Plan & Annual Report	Suzy Aspley							SGC (CGC previously secondary committee)
Procurement Strategy	Damien Snedden							P&P Primary Committee/ Change to existing arrangements. Discussed at IGC December 2022
Procurement Annual Report	Damien Snedden							ARC Primary Committee/ Change to existing arrangements. Discussed at IGC December 2022
Equality Mainstream Report	Davie Morrison							CGC - Every 2nd year - to April 2023 Board. Presented in March 2023. Next presentation March/April 2025
PPF Annual Report	Davie Morrison							CGC - Once a year - June 2023 Board meeting
Whistleblowing Update	Maria Docherty							CGC - Primary Committee/ Removed from ARC TOR/ SGC secondary committee
Duty of Candour Annual Report	Maria Docherty							CGC Primary Committee
NHS in Scotland 2022/23 report	John Gebbie							ARC Primary Committee
Risk Management Annual Report	Kevin McMahon							ARC Primary Committee/ Change to public Board as per discussion with ARC/IGC November/December 2022.
Risk Management Strategy	Kevin McMahon							ARC Primary Committee
Risk Management Framework	Kevin McMahon							ARC Primary Committee
Risk Appetite	Kevin McMahon							ARC Primary Committee
3 Year Financial Plan Update	John Gebbie							Added to Board Reserve - March 2023 meeting
Climate Emergency and Sustainability Update	Laura Ryan							Updates to Board quarterly
Information Governance & Security Annual Report 2022/23	Ann-Marie Gallagher							ARC Primary Committee/ Change to public Board as per discussion with ARC/IGC November/December 2022.
Annual Board Self Effectiveness Review: Proposal and Timesca	Board Secretary							As per internal audit of governance actions.
Annual Board Self Effectiveness Review: Results	Board Secretary							As per internal audit of governance actions.
Annual Board Self Effectiveness Review: Action Plan	Board Secretary							As per internal audit of governance actions.
Annual Board and Committee Self Effectiveness Reviews: All Action Plans	Board Secretary							As per internal audit of governance actions.

BOARD WORKSHOP SESSIONS

DEVELOPMENT SESSION PLANNING ITEMS	LEAD	25/05/2023 (Extraordinary Meeting of the Board)	28/09/2023	23/11/2022	25/01/2024	28/03/2024	Comments
Annual Delivery Plan	Steph Phillips						
Public Protection	Maria Docherty						
Climate Change and Sustainability	Laura Ryan						
ICT Presentation	Ann-Marie Gallacher						Discussed at RemCo
Blueprint for Good Governance (TBC)	Prof John Brown						TBC

AUDIT AND RISK COMMITTEE

ANNUAL REPORT & ACCOUNTS	LEAD	08/06/2023	17/08/2023	30/11/2023	15/02/2024	Comments
2022/23 All Annual Reports from Committees	Yvonne Kerr					
2022/23 Annual Accounts & Assurance Packs	John Gebbie					
Exec Directors and Chief Exec Annual Certificate of Assurance	John Gebbie					
National Services Audit Reports - Finance System Annual Report 22/23	Damien Snedden					
2022/23 Risk Managment Annual Report	Kevin McMahon					
2022/23 Procurement Annual Report	Damien Snedden					
2022/23 External Audit Annual Report	Azets					
2022/23 Internal Audit Annual Report	Grant Thornton					
2022/23 Information Governance and Security Annual Report	Sanny Gibson					
STRATEGIC REPORTS & DECISION POINTS	LEAD	08/06/2023	17/08/2023	30/11/2023	15/02/2024	
Risk Management Strategy	Kevin McMahon					
Risk Management Self Assessment & Action Plan	Kevin McMahon					
Risk Management Framework	Kevin McMahon					
Risk Apettite	Kevin McMahon					
Corporate Governance Framework	John Gebbie					
Corporate Governance Activity Report	Damien Snedden					
AOP/Finance Plan/ADP	Steph Phillips					
QUALITY AND PERFORMANCE STANDING ITEMS	LEAD	08/06/2023	17/08/2023	30/11/2023	15/02/2024	
Corporate Risk Register (Primary Committee)	Kevin McMahon					
Strategic Risk Register	Kevin McMahon					
Financial Assurance	John Gebbie					
External Audit Plan	Deloitte					
Internal Audit Plan	Grant Thornton					
Internal Audit Plan Progress Update	Grant Thornton					
Internal Audit Reports	Grant Thornton					
Internal Audit Follow Up Report						
Audit Scotland Reports (When available)	Damien Snedden					
Annual Committee Self Effectiveness Review: Proposal and timescale	Chair/Board person					
Annual Committee Self Effectiveness Review: Results	Chair/Board person					
Annual Committee Effectiveness Review: Action Plan	Chair/Board person					
Private Meeting with Chief Executive	Yvonne Kerr					
Private Meeting with External Audit	Yvonne Kerr					
Private Director of Finance	Yvonne Kerr					
Private Meeting with Internal Audit	Yvonne Kerr					
Integrated Governance (key points arising)	Chair					
Audit and Risk Committee Workplan	Yvonne Kerr					
Information Governance & Security Report	Sanny Gibson					
Audit and Risk Terms of Reference	Yvonne Kerr					
Internal Tracker of Recommendations (when required)	Damien Snedden					
ADHOC	LEAD	08/06/2023	17/08/2023	30/11/2023	15/02/2024	
National Fraud Initiative (NFI) Questionnaire	Damien Snedden					TBC
National Fraud Initiative (NFI) Checklist (In line with Audit Scot Report)	Damien Snedden					TBC
Covid Public Enquiry Process	Laura Ryan					TBC

CLINICAL GOVERNANCE COMMITTEE

QUALITY AND PERFORMANCE STANDING ITEMS	LEAD	01/06/2023	10/08/2023	16/11/2023	08/02/2024	Comments
Clinical Directors Report	Maria Docherty/Laura Ryan					
Clinical Risk Register	Kevin McMahon					
Organisational Resilience Report	Kevin McMahon					
National Quarterly Healthcare Quality Report	Andrew Moore					
Infection Prevention Control Update	Kerry Foley					
Realistic Medicine Update	John McAnaw					
Whistleblowing Update	Andrew Moore					
National Clinical Governance Group (Minutes if Avail)	Kay Carmichael					
Public Protection Annual Report	Theresa Lyttle					
Public Partnership Forum (PPF) Annual Report	Mario Medina					
Committee Annual Report 2022/23	Committee Secretariat					
Patient Feedback Annual Report	Shona Lawrence					
Duty of Candour Annual Report	Shona Lawrence					
Equality Mainstream Report	Davie Morrison				Next due 2025	
Investing in our Volunteers	Davie Morrison					
Improvement Updates (deep dive presentations) Topics TBC	Various					
Clinical Governance Committee Workplan	Committee Secretariat			2024/25		
Integrated Governance (key points arising) (v)	Chair					
CGC Terms of Reference	Committee Secretariat					
Organisational Resilience Annual Report (for 2022/23)	Kevin McMahon					
Public Protection Policy	Theresa Lyttle					
NHS 24 Prescribing Policy (teleprescribing) (Annual)	John McAnaw					
Public Protection Learning and Development Strategy	Theresa Lyttle					
Annual Committee Self Effectiveness Review: Proposal and Timescale	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Self Effectiveness Review: Results	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Self Effectiveness Review: Action Plan	Committee Secretariat					As per internal audit of governance management actions.

PLANNING AND PERFORMANCE COMMITTEE

STRATEGIC REPORTS & DECISION POINTS	LEAD	23/05/2023	14/08/2023	27/11/2023	12/02/2024	Comments
Strategic Plan Update	Steph Phillips					Quarterly to P&P and Board
Annual Delivery Plan Confirmation Letter	Steph Phillips					
SPRA Update	John Gebbie					
Urgent Care Update	Steph Phillips					
2022/23 P&P Committee Annual Report	John Gebbie					then to June A&R and June Board Reserved as part of Annual Accounts
Easter Plan	Steph Phillips					to Board as part of Exec Report
Winter Plan	Steph Phillips					to Board as part of Exec Report
Property and Asset Management Strategy (PAMS)	Lynne Kane					
NHS 24 Procurement Strategy	Damien Snedden					Update to February 23 P&P - also goes to Board
Change Portfolio Update	John Gebbie					
Climate Emergency and Sustainability Update	Laura Ryan					Quarterly Reports to Board
QUALITY AND PERFORMANCE STANDING ITEMS		23/05/2023	14/08/2023	27/11/2023	12/02/2024	Comments
Planning and Performance Risk Register	Kevin McMahon					
ICT Risk Register (Annual)	Kevin McMahon					
ICT/Connect Update	Steph Phillips					Agreed at IGC meeting 2022
Corporate Performance Report	Steph Phillips					
Workforce Performance Report	Jacqui Hepburn					
Financial Performance Report	John Gebbie					
Facilities Report	Lynne Kane					
Information Governance & Security Report	Sanny Gibson					
Information Governance & Security Report Annual Report	Sanny Gibson					to Board as part of Annual Accounts
Annual Committee Self Effectiveness Review: Proposal and Timescale	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Self Effectiveness Review: Results	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Self Effectiveness Review: Action Plan	Committee Secretariat					As per internal audit of governance management actions.
PPC Terms of Reference	Committee Secretariat					
PPC Workplans	Committee Secretariat			2024/25		
PPC Committee Dates	Committee Secretariat			2024/25		2024/25
Estates & Facilities Annual Report	Lynne Kane					to Board as part of Annual Accounts
Integrated Governance (key points arising)	Committee Secretariat					

STAFF GOVERNANCE COMMITTEE

STANDING/REGULAR ITEMS	LEAD	18/05/2023	03/08/2023	09/11/2023	05/02/2024	Comments
Communications Delivery Plan & Annual Report	Suzy Aspley					
Whistleblowing Standards Update	Maria Docherty					
Committee Workplan	Jacqui Hepburn			2024/25		November - 2024/25 workplan
Staff Governance Committee Risk Register	Kevin McMahon					
Area Partnership Forum	Kenny Woods					
Workforce People Action Plan Update	Jacqui Hepburn					
Estates Strategy Update	John Gebbie					
2022/23 Committee Annual Report	Chantal Robinson					
Remuneration Committee Report	Chantal Robinson					
Staff Governance Committee Terms of Reference	Chantal Robinson					
Workforce Performance Report	Jacqui Hepburn					
EMT Portfolio Review	Jacqui Hepburn					
Committee Highlights to the Board	Chantal Robinson					
Shift Review Update	Steph Phillips					
Integrated Governance (key points arising)	Jacqui Hepburn					
Annual Committee Review of Self Effectiveness: Proposal and	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Review of Self Effectiveness: Results	Committee Secretariat					As per internal audit of governance management actions.
Annual Committee Review of Self Effectiveness: Action Plan	Committee Secretariat					As per internal audit of governance management actions.
WAYS OF WORKING & PLANNING	Marnie Westwood	18/05/2023	03/08/2023	09/11/2023	05/02/2024	Comments
Strategic Workforce Planning						
Establishment Control Process						
Recruitment Marketing						
Health & Safety Quarterly Report						
Area Health & Safety Annual Report						
Staff Governance Monitoring Return						
ORGANISATION AND CULTURE	Helen Meldrum	18/05/2023	03/08/2023	09/11/2023	05/02/2024	Comments
Succession Planning & Talent Management						
iMatter National and Board Results 2022						
Management Essentials Programme Update						
Training Escalation Framework						
Statutory/Mandatory Training						
Staff Data -Challenges and Opportunities						
Organisational Development Update						
Appraisal/Objective Setting/PDP						
PEOPLE SERVICES	Pauline Docherty	18/05/2023	03/08/2023	09/11/2023	05/02/2024	Comments
Thrive App Update						
Attendance & Wellbeing Action Plan						
STAKEHOLDER ENGAGEMENT	Arlene Campbell	18/05/2023	03/08/2023	09/11/2023	05/02/2024	Comments
Staff Engagement & Insights Update						
Corporate Stakeholder Engagement						TBC
Equal Pay Statement - TBC						TBC

REMUNERATION COMMITTEE

STRATEGIC REPORTS & DECISION POINTS		29/06/2023	20/11/2023	Comments
EMT collective and individual objective setting 23/24				
EMT Annual Appraisal 22/23				
EMT Mid Year Appraisal 22/23				
Remco ToR (Annual Review)				

INTEGRATED GOVERNANCE COMMITTEE

STRATEGIC REPORTS & DECISION POINTS	LEAD	27/06/2023	07/12/2023	Comments
Minutes of previous meeting	Board Secretary			
Board and Committee Workplans	Board Secretary	2023/24	2024/25	
Terms of Reference	John Gebbie			
Internal Audit Plan Update	John Gebbie			
Highlight Report to the Board (at next available Board meeting)	Board Secretary			
IGC Committee Annual Report 2022/23	Board Secretary			Will be circulated for virtual approval as due to ARC in June
Active Governance	John Gebbie			
Deep Dive - TBC	John Gebbie			TBC
Annual Board and Governance Committee Effectiveness Review	Board Secretary		2024/25	
Proposed Committee and Board dates for 2023/24	Board Secretary		2024/25	
Annual Committee Review of Self Effectiveness: Proposal and Tim	Board Secretary			As per internal audit of governance management actions.
Annual Committee Review of Self Effectiveness: Results	Board Secretary			As per internal audit of governance management actions.
Annual Committee Review of Self Effectiveness: Action Plan	Board Secretary			As per internal audit of governance management actions.