

### 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	The attached Board and Committee Workplans have
Committee to consider	been developed through consultation with the Board
	Chair and the Chairs and Executive Leads of the
	respective Committees.
Governance process	The attached paper was discussed by the Integrated
	Governance Committee at its meeting in December
	2022.
	The Governance Committee Workplans were
	approved at the February 2023 Committee meetings.
Strategic alignment and	State how this paper aligns with the key strategic
link to overarching NHS	priorities below and any other appropriate SG
Scotland priorities and	policies:
strategies	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	

#### 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							
								Will be determined by Strategy updates. Discussed at Board 28.04.22 and agreed
Strategic Planning Update	Steph Phillips							June update
Patient Stories (verbal)	Maria Docherty							
		07/04/0000	00/00/0000	0.1/00/0000	00/40/0000	0.1/10/0000	00/00/000/	
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								Committees Nov - December Final Approval March Board - proposed dates to
	Board Secretary						2024/25	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)
Communications Delivery Flan & Annual Report								P&P Primary Committee/ Change to existing arrangements. Discussed at IGC
Procurement Strategy	Damien Snedden							December 2022
								ARC Primary Committee/ Change to existing arrangements. Discussed at IGC
Procurement Annual Report	Damien Snedden							December 2022
								CGC - Every 2nd year - to April 2023 Board. Presented in March 2023. Next
Equality Mainetreem Deport	Davie Morrison							presentation March/April 2025
Equality Mainstream Report 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
								ARC Primary Committee/ Change to public Board as per discussion with ARC/IGC
Risk Management Annual Report	Kevin McMahon							November/December 2022.
Risk Management Strategy	Kevin McMahon							ARC Primary Committee
Risk Management Framework	Kevin McMahon							ARC Primary Committee
Risk Apettite	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
								ARC Primary Committee/ Change to public Board as per discussion with ARC/IGC
Information Governance & Security Annual Report 2022/23	Ann-Marie Gallagher							November/December 2022.
Annual Board Self Effectiveness Review: Proposal and Timesca	a 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**

		25/05/2023 (Extraordinary					
DEVELOPMENT SESSION PLANNING ITEMS	LEAD	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				<u></u>	
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	00/00/2020	11/00/2020	00/11/2020		
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					ТВС
National Fraud Initiative (NFI) Checklist (In line with Audit Scot Report)	Damien Snedden					ТВС
Covid Public Enquiry Processs	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 Times	scale 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 Managment 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

Communications Delivery Plan & Annual Report Sury Aspley Wristleblowing Standards Update Maria Docherty Committee Workplan Jacqui Hepburn Staff Governance Committee Risk Register Kevin McMahon Area Partnership Forum Kenny Woods Workforce People Action Plan Update Jacqui Hepburn Extens Strategy Update John Gebbe 2022/23 Committee Annual Report Chantal Robinson Staff Governance Committee Report Chantal Robinson EMT Portfolio Review Jacqui Hepburn Committee Vergent Chantal Robinson Staff Governance Committee Report Jacqui Hepburn Committee Annual Report Jacqui Hepburn Committee Hepport Jacqui Hepburn Committee Annual Report Jacqui Hepburn Committee Review of Self Effectiveness: Proposal and Committee Secretariat Annual Committee Review of Self Effectiveness: Results Committee Vergent Self Effectiveness: Results Committee Secretariat Annual Committee Review of Self Effectiveness: Results Strategy Councervy Report Annual Committee Review of Self Effectiveness: Action Plan WAYS OF WORKING & PLANNING Warks OF WORKING & PLANNING Marnie Verstword Staff Governance Review of Self Effectiveness: Action Plan Marnie Verstword Self Effectiveness: Action Plan Committee Secretariat Annual Committee Review of Self Effectiveness: Action Plan Marnie Verstword Self Effectiveness: Action Plan Marnie Verstword Self Effectiveness: Action Plan Marnie Verstword Self Effectiveness: Committee Secretariat Marnie Verstword Self Effectiveness: Action Plan Marter National and Board Results 2022 Staff Governance Monitoring Return Staff Governance Monitoring Return Staff Governance Monitoring Return Staff Governance Monitoring Return Staff Jata -Chalenges and Opportunities Staff Secretariat Appraisation Planning & Talent Management Matter National and Board Results 2022 Management Essentias Programme Update Training Staff Idea Management Matter National and Board Results 2022 Management Essentias Programme Update Training Staff Idea Plane Staff Development Update Staff Engagement & Insights Update	STANDING/REGULAR ITEMS	LEAD	18/05/2023	03/08/2023	09/11/2023
Whisteblowing Standards Update   Maria Docherty   2024/25     Staff Governance Committee Risk Register   Kevin McMahon   2024/25     Area Partnership Forum   Kenny Woods   2024/25     Workforce People Action Plan Update   Jacqui Hepburn   2022/23     Estates Strategy Update   John Gebble   2022/23     Staff Governance Committee Report   Chantal Robinson   2022/23     Staff Governance Committee Rems of Reference   Chantal Robinson   2022/23     Committee Mixer Rems of Reference   Chantal Robinson   2022/23     Committee Review   Jacqui Hepburn   2022/23     Committee Review Generative Terms of Reference   Chantal Robinson   2022/23     Committee Review Generative Terms of References: Results   Committee Secretariat   2022/23     Committee Review of Self Effectiveness: Results   Committee Secretariat   2022/23     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat   2022/23     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat   2022/23     WAYS OF WORKING & PLANNING   Marrie Westwood   18/05/2023   03/08/2023   09/11/2023     Stategit Workforce Planning   2022/20<					
Committee Workplan   Jacqui Hepburn   2024/25     Staff Governance Committee Risk Register   Kevin MeMahon   2024/25     Area Partnership Forum   Kevin MeMahon   2022/23     Workforce People Action Plan Update   Jacqui Hepburn   2022/23     Staff Governance Committee Report   Chantal Robinson   2022/23     Staff Governance Committee Report   Chantal Robinson   2022/23     Staff Governance Committee Report   Jacqui Hepburn   2021/25     EMT Portfolio Review   Jacqui Hepburn   2021/25     Committee Review Of Reference   Chantal Robinson   2021/25     Staff Governance (key points arising)   Jacqui Hepburn   2021/25     Annual Committee Review of Self Effectiveness: Proposal and Committee Sceretariat   2021/22     Annual Committee Review of Self Effectiveness: Results   Committee Sceretariat   2021/22     WAYS OF WORKING & PLANING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Staff Governance Monitoring Return   Enclaintee Sceretariat   2021/25   2021/25   2021/25     Real Math & Safety Annual Report   Enclaintee Sceretariat   2021/25   203/08/2023   09/11/2023     Staff Governance					
Staff Governance Committee Risk Register   Kevin McMahon     Wordbroe People Action Plan Update   Jacqui Hepburn     Eatales Strategy Update   John Gebbe     2022/23 Committee Annual Report   Chantal Robinson     Staff Governance Committee Apport   Chantal Robinson     Staff Governance Committee Apport   Chantal Robinson     Staff Governance Committee Terms of Reference   Chantal Robinson     Workforce Performance Report   Jacqui Hepburn     Committee Highlights to the Board   Chantal Robinson     Steff Covernance (key points arising)   Jacqui Hepburn     Annual Committee Review of Self Effectiveness: Proposal and Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Staff Governance Monitoring Return   Enculturent Marketing   Enculturent Marketing   Enculturent Marketing     Health & Safety Quarterly Report   Enculturent Marketing   Enculturent Marketing   Enculturent Marketing     Staff Governance Monitoring Return   Enculturent Marketing   Enculturent Marketing   Enculturent Marketing     Barder					2024/25
Area Partnership Forum   Kenny Woods   Image Area Pathership Forum     Vorkforce People Action Plan Update   Jacqui Hepburn   Image Area Pathership Forum     2022/23 Committee Annual Report   Chantal Robinson   Image Area Pathership Forum     2022/23 Committee Annual Report   Chantal Robinson   Image Area Pathership Forum     2022/23 Committee Annual Report   Chantal Robinson   Image Area Pathership Forum     Staff Covernance Committee Report   Jacqui Hepburn   Image Area Pathership Forum     Committee Hinghights to the Board   Chantal Robinson   Image Area Pathership Forum     Shiff Review Update   Steph Phillips   Image Area Pathership Forum   Image Area Pathership Forum     Annual Committee Review of Self Effectiveness: Proposal and Committee Secretariat   Image Area Pathership Forum   Image Area Pathership Forum     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Image Area Pathership Forum     Annual Committee Review of Self Effectiveness: Action Plan   Image Area Pathership Forum   Image Area Pathership Forum   Image Area Pathership Forum     Annual Committee Review of Self Effectiveness: Action Plan   Image Area Pathership Forum   Image Area Pathership Forum   Image Area Pathership Forum   Image Area Pathership Forum   Image Area Pathership For		· · ·			
Workforce People Action Plan Update   Jacqui Hepburn     Estates Strategy Update   John Gebbie     Staff Governance Committee Annual Report   Chantal Robinson     Renumeration Committee Report   Chantal Robinson     Staff Governance Committee Terms of Reference   Chantal Robinson     Workforce Performance Report   Jacqui Hepburn     Committee Highlights to the Board   Chantal Robinson     Sinff Review Update   Steph Phillips     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Martie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategy Quarterly Report   Entert Secretariat   Entert Secretariat   Entert Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategy Quarterly Report   Entert Secretariat   Entert Secretariat   Entert Secretariat   Entert Secretariat     Area Health & Safety Annual Report   Entert Secretariat   Entert Secretariat   Entert Secretariat   Entert Secretariat   Entert Secretariat					
Estates Strategy Update John Gebbie Chantal Robinson Chan	· · · · · · · · · · · · · · · · · · ·				
2022/23 Committee Annual Report   Chantal Robinson     Renumeration Committee Report   Chantal Robinson     Staff Governance Committee Terms of Reference   Chantal Robinson     Workforce Performance Report   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: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planing   Committee Secretariat   Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Committee Review of Self Effectiveness: Action Plan     Strategic Workforce Planing   Committee Secretariat   Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Committee Review of Self Effectiveness: Action Plan     Strategic Workforce Planing   Committee Review of Self Effectiveness: Action Plan   Seffectiveness: Action Plan   Seffectiveness: Action Plan     Strategic Workforce Planing   Committee Review of Self Effectiveness: Action Plan   Seffectiveness: Action Plan		· · ·			
Renumeration Committee Report   Chantal Robinson     Staff Governance Committee Terms of Reference   Chantal Robinson     EMT Portfolio Review   Jacqui Hepburn     Committee Relphights to the Board   Chantal Robinson     Shift Review Update   Steph Phillips     Integrated Governance (key points arising)   Jacqui Hepburn     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Entertitive Review of Self Effectiveness: Action Plan   Entertitive Review of Self Effectiveness: Results   Committee Secretariat   Image: Secretariat   Image: Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Entertitive Review of Self Effectiveness: Results   Image: Secretariat   Image: Secretariat     Ways OF WORKING AR LANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   <					
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					
Workforce Performance Report   Jacqui Hepburn     EMT Portfolic 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   Annual Committee Review of Self Effectiveness: Action Plan     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Image: Committee Review of Self Effectiveness: Action Plan     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Email Marketing   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectitee Review of Self Effectitee Review of Self Effectite		_			
EMT Portfolio Review   Jacqui Hepburn     Committee Highights to the Board   Chantal Robinson     Shift Review Update   Steph Phillips     Annual Committee Review of Self Effectiveness: Proposal and Committee Secretariat   Annual Committee Review of Self Effectiveness: Roposal and Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marrie Westwood     Strategic Workforce Planning   Committee Secretariat     Establishment Control Process   Committee Secretariat     Recruitment Marketing   Committee Secretariat     Health & Safety Quarterly Report   Committee Secretariat     Staff Governance Monitoring Return   Committee Secretariat     ORGANISATION AND CULTURE   Helen Meldrum     Nater National and Board Results 2022   Committee Secretariat     Maragement Essentials Programme Update   Committee Secretariat     Training Escalation Framework   Committee Secretariat     Staff Governance Monitoring Results 2022   Committee Secretariat     Organisational Development Update   Committee Secretariat     Staff Data -Challenges and Opportunities   Committee Secretariat     Organisational Development Update   Committee Secretariat </td <td></td> <td>_</td> <td></td> <td></td> <td></td>		_			
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     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     Marnie Westwood   18/05/2023   03/08/2023     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023     Strategic Workforce Planning   Establishment Control Process   Establishment Control Process   Establishment Control Process     Recruitment Marketing   Establishment Control Process   Establishment Control Process   Establishment Control Process     Staff Governance Monitoring Return   18/05/2023   03/08/2023   09/11/2023     Staff Governance Monitoring Return   18/05/2023   03/08/2023   09/11/2023     Matter National and Board Results 2022   Establisher Programme Update   Establisher Programme Update   Establisher Programme Update     Training Escalation Framework   Establisher Programme Update   Establisher Programme Update   Establisher Programational Development Update   Estab	· · · · · · · · · · · · · · · · · · ·				
Shift Review Update   Steph Phillips   Jacqui Hepburn     Jacqui Hepburn   Jacqui Hepburn   Jacqui Hepburn     Annual Committee Review of Self Effectiveness: Proposal and Committee Secretariat   Image Committee Review of Self Effectiveness: Results     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Image Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   Image Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Establishment Control Process   Image Secretariat   Image Secretariat     Recruitment Marketing   Image Secretariat   Image Secretariat   Image Secretariat     Area Health & Safety Quarterly Report   Image Secretariat   Image Secretariat   Image Secretariat     Staff Governance Monitoring Return   Image Secretariat   Image Secretariat   Image Secretariat   Image Secretariat     Succession Planning & Talent Management   Image Secretariat					
Integrated Governance (key points arising)   Jacqui Hepburn     Annual Committee Review of Self Effectiveness: Results   Committee Scretariat     Annual Committee Review of Self Effectiveness: Results   Committee Scretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Scretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Establishment Control Process   Recruitment Marketing   Recruitment Marketing   Recruitment Marketing     Heatth & Safety Quarterly Report   Area Heatth & Safety Annual Report   Stategic Workforce Planning Return   Recruitment Marketing     Gregarisation Planning Return   Image: Results 2022   03/08/2023   09/11/2023     Succession Planning Ratent Marketing   Image: Results 2022   Image: Results 2022   Image: Results 2022     Management Essentials Programme Update   Image: Results 2022   Image: Results 2022   Image: Results 2022     Management Essentials Programme Update   Image: Results 2022   Image: Results 2022   Image: Results 2022     Management Essentials Programme Update   Image: Results 2022		••••••			
Annual Committee Review of Self Effectiveness: Results   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Edited Secretariat   Edited Secretariat   Edited Secretariat     Fercultment Marketing   Edited Secretariat   Edited Secretariat   Edited Secretariat     Recruitment Marketing   Edited Secretariat   Edited Secretariat   Edited Secretariat     Area Health & Safety Quarterly Report   Edited Secretariat   Edited Secretariat   Edited Secretariat     ORGANISATION AND CULTURE   Helen Meldrum   18/05/2023   03/08/2023   09/11/2023     Succession Planning & Talent Management   Edited Secretariat   Edited Secretariat   Edited Secretariat     Marter National and Board Results 2022   Edited Secretariat   Edited Secretariat   Edited Secretariat     Statuory/Mandatory Training   Edited Secretariat   Edited Secretariat   Edited Secretariat     Statuory/Mandatory Training   Edited Secretariat   Edited Secretariat   Edited Secre					
Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan     Strategic Workforce Planning   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan     Stategic Workforce Planning   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Action Plan     Recruitment Control Process   Image: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Committee Review of Self Effectiveness: Action Plan   Image: Committee Review of Self Effectiveness: Committee Review of Self Effectivenese: Committee Review of Self Effectivenese: Com					
Annual Committee Review of Self Effectiveness: Action Plan   Committee Secretariat   03/08/2023     WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning   Establishment Control Process   E   E     Recruitment Marketing   E   E   E     Health & Safety Quarterly Report   E   E   E     Area Health & Safety Annual Report   E   E   E     Staff Governance Monitoring Return   E   E   E     ORGANISATION AND CULTURE   Helen Meldrum   18/05/2023   03/08/2023   09/11/2023     Succession Planning & Talent Management   E					
WAYS OF WORKING & PLANNING   Marnie Westwood   18/05/2023   03/08/2023   09/11/2023     Strategic Workforce Planning		-			
Strategic Workforce Planning   Image: Strategic Workforce Planning     Establishment Control Process   Image: Strategic Workforce Planning     Recruitment Marketing   Image: Strategic Workforce Planning     Health & Safety Quarterly Report   Image: Strategic Workforce Planning     Area Health & Safety Annual Report   Image: Strategic Workforce Planning Return     Staff Governance Monitoring Return   Image: Strategic Workforce Planning & Talent Management     ORGANISATION AND CULTURE   Helen Meldrum   18/05/2023   03/08/2023   09/11/2023     Succession Planning & Talent Management   Image: Strategic Workforce Planning & Talent Management & Talent Management & Talent	Annual Committee Review of Self Effectiveness. Action Plan	Committee Secretariat			
Establishment Control Process   Image: Control Process   Image: Control Process     Recruitment Marketing   Image: Control Process   Image: Control Process     Health & Safety Quarterly Report   Image: Control Process   Image: Control Process     Area Health & Safety Annual Report   Image: Control Process   Image: Control Process     Staff Governance Monitoring Return   Image: Control Process   Image: Control Process   Image: Control Process     CORGANISATION AND CULTURE   Helen Meldrum   18/05/2023   03/08/2023   09/11/2023     Succession Planning & Talent Management   Image: Control Process   Image: Control Process   Image: Control Process   Image: Control Process   0mage: Control Process   09/11/2023     Management Essentials Programme Update   Image: Control Process   I	WAYS OF WORKING & PLANNING	Marnie Westwood	18/05/2023	03/08/2023	09/11/2023
Establishment Control Process   Image: Control Process   Image: Control Process     Recruitment Marketing   Image: Control Process   Image: Control Process     Health & Safety Quarterly Report   Image: Control Process   Image: Control Process     Area Health & Safety Annual Report   Image: Control Process   Image: Control Process     Staff Governance Monitoring Return   Image: Control Process   Image: Control Process   Image: Control Process     CORGANISATION AND CULTURE   Helen Meldrum   18/05/2023   03/08/2023   09/11/2023     Succession Planning & Talent Management   Image: Control Process   Image: Control Process   Image: Control Process   Image: Control Process   0mage: Control Process   09/11/2023     Management Essentials Programme Update   Image: Control Process   I	Strategic Workforce Planning				
Health & Safety Quarterly Report   Image: Constraint of the second sec					
Area Health & Safety Annual Report   Image: Staff Governance Monitoring Return   Image: Staff Governance Monitor Monitor Monitoring Return   Image: Staf	Recruitment Marketing				
Area Health & Safety Annual Report   Image: Staff Governance Monitoring Return   Image: Staff Governance Monitor Monitor Monitoring Return   Image: Staf	Health & Safety Quarterly Report				
Staff Governance Monitoring Return   Image: Constraint of the second s					
Succession Planning & Talent Management   Image of the second s					
Succession Planning & Talent Management   Image of the second s					
iMatter National and Board Results 2022Image of the section of the sect		Helen Meldrum	18/05/2023	03/08/2023	09/11/2023
Management Essentials Programme Update   Image of the second se					
Training Escalation Framework					
Statutory/Mandatory Training   Image: Statutory/Mandatory Training     Staff Data -Challenges and Opportunities   Image: Statutory/Mandatory Training     Organisational Development Update   Image: Statutory/Mandatory Training     Appraisal/Objective Setting/PDP   Image: Statutory/PDP     PEOPLE SERVICES   Pauline Docherty   18/05/2023   03/08/2023   09/11/2023     Thrive App Update   Image: Statutory Plan	Management Essentials Programme Update				
Staff Data -Challenges and Opportunities   Image: Challenges and Opportunities     Organisational Development Update   Image: Challenges and Opportunities     Appraisal/Objective Setting/PDP   Image: Challenges and Opportunities     PEOPLE SERVICES   Pauline Docherty   18/05/2023   03/08/2023   09/11/2023     Thrive App Update   Image: Challenge Campbell	Training Escalation Framework				
Organisational Development Update   Image: Staff Engagement & Insights Update   Image: Stakeholder Engagement     Appraisal/Objective Setting/PDP   Image: Stakeholder Engagement   Image: Stakeholder Engagement	Statutory/Mandatory Training				
Appraisal/Objective Setting/PDP   Image: Constraint of the setting	Staff Data -Challenges and Opportunities				
PEOPLE SERVICES   Pauline Docherty   18/05/2023   03/08/2023   09/11/2023     Thrive App Update <t< td=""><td>Organisational Development Update</td><td></td><td></td><td></td><td></td></t<>	Organisational Development Update				
Thrive App Update   Image: Constraint of the second seco	Appraisal/Objective Setting/PDP				
Thrive App Update   Image: Constraint of the second seco		Pauline Docherty	18/05/2023	03/08/2023	09/11/2023
Attendance & Wellbeing Action Plan   Image: Constraint of the second s		r duille Docherty	10/03/2023	00/00/2020	03/11/2023
STAKEHOLDER ENGAGEMENT   Arlene Campbell   18/05/2023   03/08/2023   09/11/2023     Staff Engagement & Insights Update          Corporate Stakeholder Engagement					
Staff Engagement & Insights Update Image: Corporate Stakeholder Engagement					
Staff Engagement & Insights Update Image: Corporate Stakeholder Engagement	STAKEHOLDER ENGAGEMENT	Arlene Campbell	18/05/2023	03/08/2023	09/11/2023
Corporate Stakeholder Engagement	Staff Engagement & Insights Update				
	Equal Pay Statement - TBC				

05/02/2024	Comments
	November - 2024/25 workplan
	As per internal audit of governance management actions.
	As per internal audit of governance management actions.
	As per internal audit of governance management actions. As per internal audit of governance management actions.
05/02/2024	Comments
05/02/2024	Comments
05/02/2024	Comments
05/02/2024	Comments
	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 Apprisal 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 a
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 Effectivness: Proposal and Tin	Board Secretary			As per internal audit of gove
Annual Committee Review of Self Effectiveness: Results	Board Secretary			As per internal audit of gove
Annual Committee Review of Self Effectiveness: Action Plan	Board Secretary			As per internal audit of gove

I approval as due to ARC in June
ernance management actions.
ernance management actions.
ernance management actions.