

**NHS 24
INTEGRATED GOVERNANCE COMMITTEE**

**8 JUNE 2022
APPROVED
ITEM NO. 03a**

**Approved Minute of the Integrated Governance Committee Meeting held on
Thursday 30 November 2021 at 10am
Via Microsoft Teams**

Committee Members

Dr Martin Cheyne	Chair
Ms Carol Gillie	Non-Executive Member
Mr Martin Togneri	Non-Executive Member
Mr Mike McCormick	Non-Executive Member
Mr John Glennie	Non-Executive Member
Mr Alan Webb	Non-Executive Member

In Attendance

Mr Jim Miller	Chief Executive
Ms Paula Speirs	Director, Strategy, Planning & Performance
Mr John Gebbie	Director of Finance
Ms Tracy McMillan	Executive Assistant (Minutes)

1 WELCOME AND APOLOGIES

No apologies received.

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

2. DECLARATION OF INTERESTS

No declarations of interest were noted.

3. MINUTES OF THE PREVIOUS MEETING/ACTION LOG

The Committee reviewed and approved the minutes of the meeting held on 25 May 2021. The Committee agreed actions recommended for closure can be removed. Active Governance would remain open and be merged with Review of Governance.

4. BOARD AND COMMITTEE WORKPLANS 2021-22

4.1 Audit and Risk Committee

Ms Gillie informed the Committee that the Audit and Risk Committee were currently in the process of reviewing the workplan.

It was noted that the Committee were reviewing the whistleblowing item, with reference to process rather than content which would sit with the Staff Governance and Clinical Governance Committees.

The Committee confirmed they were content with the current workplan.

4.2 Clinical Governance Committee

Mr Togneri highlighted that the workplan for the forthcoming year will be considered and agreed at the next meeting in February 2022.

The Committee agreed that the Clinical Governance Committee would present the full workplan for the year ahead at the next meeting of this group for approval.

Action: MT

4.3 Planning and Performance Committee

Mr McCormick presented the Committee workplan. It was agreed that as workforce reporting was within the remit of Staff Governance Committee it would be appropriate to remove it from the PPC workplan.

It was agreed that ICT/Connect becoming a standing item on the Planning and Performance Committee, given the significance of this work to delivery of organisational priorities. With regard to this Ms Speirs will work with Mr Gebbie/Ms Gallacher to reflect the key Connect milestones within the workplan.

Action: PS

As ICT/Connect is presently appearing on all the Committee agendas, for different reasons, Ms Speirs will discuss with Executive Leads to ensure each cover paper details clearly what the ask is of each Committee.

Action: PS

4.4 Staff Governance

The next meeting of this Committee is 2 February 2022, when there will be three main items for discussion 1) Staff wellbeing, 2) Attendance Management and 3) Training/Appraisals.

With regard to the recent paper on mandatory clinical training from the Director of Nursing and Care, Ms Speirs will ensure this paper is submitted to Clinical Governance.

Action: PS

Mr Webb advised that discussions are taking place with regard to the workforce report with a view to aligning it with the workforce plan. Mr Glennie stated that a review of the report would be timely. Mr Webb confirmed the plan is to provide a narrative and reduce the data.

The Committee approved Staff Governance workforce plan.

5. CORPORATE RISK REGISTER

Dr Cheyne highlighted the need for the IGC to be clear on its role in relation to the Corporate Risk Register.

Members agreed that as the risk register was discussed at the other Committees, including the Board, there was no need for it to be presented to IGC which would also reduce duplication. Ms Speirs will ensure it is removed from future agendas.

Action: PS

6. ACTIVE GOVERNANCE

Ms Speirs introduced this item and undertook a presentation on the proposals to move to a more comprehensive assurance framework, which members found useful.

It was agreed that Active Governance will come back to ICG in six months' time, giving opportunity for further work to be undertaken.

Ms Speirs advised that she was following up with Ms Gillie, with a view to a more detailed discussion at the Audit and Risk Committee in February and then subsequent update to the NHS 24 Board.

Ms Gillie advised she was planning to have a further discussion with Sharon Millar regarding Active Governance. Following that meeting Ms Speirs and Ms Gillie would meet to discuss.

Action: PS/CG

7 UPDATE ON INEQUALITIES SLWG

Ms Speirs provided an update to members, following agreement by the NHS 24 Board to extend the SLWG. It was agreed that all Committee Chairs would look to strengthen their focus on equality and diversity.

8. DEEP DIVES

Dr Cheyne introduced this item, reflecting discussions at several recent Committee meetings.

Ms Gillie highlighted that there was discussion at the recent Audit and Risk Committee on the value of undertaking deep dives relating to key risks on the Corporate Risk Register.

Following discussion, it was agreed that future “deep dive” would be undertaken through the Board workshop schedule, rather than within individual Committees, to enable sharing lessons learned from these sessions, where these matters were pertinent to the full Board. This would not preclude Committees from undertaking exploration of key topics, specifically related to the Committee, where the Committee felt that additional scrutiny and assurance was required.

In taking this forward, Dr Cheyne and Ms Speirs would meet to shape future workshop agendas.

Action: PS/MC

9. ANY OTHER BUSINESS

Nil.

10 DATE OF NEXT MEETING

The date and time of the next meeting will be 7 June 2022 at 10.00 am and take place via Teams/Venue tbc.