

NHS 24 BOARD MEETING		16 JUNE 2021 ITEM NO 11.5b FOR ASSURANCE	
KEY POINTS OF THE INTEGRATED GOVERNANCE COMMITTEE HELD ON 8 JUNE 2022			
Executive Sponsor:	Committee Chair, Dr Martin Cheyne		
Lead Officer/Author:	Board Secretary		
Action Required	The Board is asked to note the key points for assurance from the Integrated Governance Committee meeting held on 8 June 2022.		

1. Purpose of the report

This report provides the NHS 24 Board with an update on key issues arising from the Integrated Governance Committee meeting held on 8 June 2022 at 3.00pm, via MS Teams.

2. Recommendation

The NHS 24 Board is asked to receive and note the key points outlined.

2.1 Board Workplan

The Committee considered the Board Workplan which had been presented to the Board in April. The Staff Governance Committee subsequently reviewed its Workplan at its meeting of 12 May 2022 and the Integrated Governance Committee reviewed the updated Staff Governance Committee Workplan, and noted amendments made.

Following discussion regarding deep dives of specific topics undertaken by Committees and at Board Workshop Sessions, it was suggested that there were two distinct areas:-

- Exploration of specific matters relevant to the Committee for which the Committee considered that it required a greater degree of assurance.
- Deep dives of specific topics relevant to the full Board, where consideration could be given to topics from a strategic perspective.

The Integrated Governance Committee agreed that this approach would allow matters which were relevant to the full Board to be considered in depth from a strategic perspective but would not preclude Committees from exploring Committee-specific related matters to gain additional assurance, where the Committee felt that was required.

2.2 Integrated Governance Committee Terms of Reference

The Committee considered the Terms of Reference, which was presented for approval following minor amendments made. Discussion took place regarding the membership of the Committee, specifically in relation to the Chair of the Remuneration Committee, which was noted within the Terms of Reference:-

“The Committee membership shall be composed of the Chairs of the Board Committees, including, Planning & Performance Committee; Audit & Risk Committee; Clinical & Care Governance Committee; Staff Governance Committee; and Remuneration Committee, and also the Vice Chair of the NHS 24 Board”.

Due to a number of Non-Executive Directors of the Board completing their term in 2021, the Chair of the Remuneration Committee at that time, was invited to join the Integrated Governance Committee to ensure continuity of expertise. As this was a temporary arrangement to ensure consistency within the Committee and given that the Remuneration Committee was a Subcommittee of the Staff Governance Committee (which was represented by the Chair of the Staff Governance Committee), the Committee agreed that the reference to the Chair of the Remuneration Committee should be removed from the membership section of the Terms of Reference.

The Committee were content to approve the Terms of Reference, subject to the amendment noted above.

2.3 Integrated Governance Committee Annual Report 2021/22

The Committee considered the Annual Report of 2021/22 which was circulated for approval electronically to members of the Committee on 17 May 2022, in order that this could be presented to the Audit and Risk Committee Meeting of 7 June 2022.

The Committee were content to formally note approval of the Annual Report 2021/22, subject to a minor amendment to Section 4.1 – Membership as follows:-

Mr Martin Togneri

*Chair, Remuneration Committee
(until 31st August 2021)*

*Chair, Clinical Governance Committee
(from 1st September 2021)*