

**NHS 24  
INTEGRATED GOVERNANCE COMMITTEE**

**3 DECEMBER 2020  
APPROVED  
ITEM NO. 3.0**

**Minutes of the Integrated Governance Committee Meeting held on  
Monday 29 June 2020 at 2pm,  
Committee Room 1, Cardonald and via MS Teams**

## **1. WELCOME AND APOLOGIES**

### **Committee Members**

Dr Martin Cheyne	Chair
Mr Albert Tait	Non-Executive Member (Teams)
Mr Martin Togneri	Non-Executive Member (Teams)
Mr Mike McCormick	Non-Executive Member (Teams)
Mr John Glennie	Non-Executive Member (Teams)

### **In Attendance**

Ms Angiolina Foster	Chief Executive
Ms Lynne Huckerby	Director of Service Development
Ms Dorothy Wright	Director of Workforce
Ms Maria Docherty	Director of Nursing & Care
Ms Paula Speirs	Associate Director Planning & Performance
Ms Yvonne Kerr	Executive Assistant (Minutes)

### **Apologies**

Ms Madeline Smith	Non-Executive Member
Mr John Gebbie	Director of Finance

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

## **2. DECLARATION OF INTERESTS**

2.1 No declarations of interest were noted.

## **3. COMMITTEE TERMS OF REFERENCE**

3.1 Ms Huckerby introduced the agenda item noting it had previously been shared with the Chair, Vice Chair, the Committee Chairs and the Chief Executive.

3.2 The Terms of Reference were also presented to the Board on 18 June and were approved. Ms Huckerby advised that following further review, she had noted a contradiction with paragraph 2.1 and 4.1. The Committee agreed paragraph 4.1 should be removed.

**Action: Ms Huckerby**

3.3 The Committee approved the Terms of Reference after the amendment.

#### **4. FUTURE FOCUS OF COMMITTEE**

4.1 The Chair advised the development of the Committee as it transforms from an informal group to a governance committee of the Board. The Chair noted it will primarily be an oversight Committee and as with other Committees, it will make recommendations to the Board and will not approve any agenda items.

4.2 The Committee discussed the focus of meetings going forward. Suggested agenda items are:

- Review all Committee workplans to ensure there are no gaps or overlaps of each Committee.
- Oversight of the Corporate Risk Register noting risks covered and highlighting any gaps.
- Oversight of all major change programmes in relation to, for example, capacity and capability.

4.3 It was suggested that the Internal Audit Plan could be reviewed at this Committee, in alignment with the Corporate Risk Register. The appropriateness of this should be given careful consideration, with more specific reference to the relative roles of the Audit and Risk Committee and the Integrated Governance Committee. Mr Glennie suggested in line with good practice, Committee Chairs are permitted to comment on the Internal Audit Plan. Chair to consider these issues.

**Action: The Chair**

4.4. Mr Tait asked if there was a need to review operational risks in line with other national bodies. The Chief Executive advised that collaboration may be possible, depending on the subject matter and whether work was shared across other Boards.

4.5 Oversight of major programmes may be appropriate. However, the Chief Executive advised that major programmes would normally be considered by the full Board.

4.6 The Committee were supportive of the agenda items suggested.

#### **5. MODEL STANDING ORDERS: CONSENT AGENDA**

5.1 Ms Huckerby introduced the agenda item to the Committee, noting this was discussed briefly at the recent Board Meeting.

5.2 Ms Speirs advised there is discussion at National level for active governance. The Consent Agenda would be a natural first step towards this for NHS 24.

- 5.3 The Committee discussed the Consent Agenda and agreed in principle that it would be helpful, to ensure focus on relevant agenda items and that the Board's time is used effectively. There were some concerns regarding the items on the Consent Agenda and the Committee agreed it may be acceptable if routine only items were included.
- 5.4 If this was agreed as the way forward, moving items from consent to discussion would still be possible. Mr Tait agreed in principle with the discussion but stated that the Board is operating effectively at the moment.
- 5.5 Ms Speirs suggested reviewing the agenda for every meeting and agreeing with Board members prior to the issue of papers the items that would be placed on the Consent Agenda. , The Chief Executive agreed with this suggestion, proposing an Executive Review for each Board meeting with recommendations made to the Chair. Once the Chair has agreed, other Board members would receive prior notice.
- 5.6 The Committee noted the paper for assurance and confirmed a de minimus approach as discussed.
- 6. Date of Next Meeting**
- 6.1 The next meeting will be held in December 2020. Date will be confirmed.