

<b>NHS 24 BOARD MEETING</b>		<b>10 DECEMBER 2020 ITEM NO 9.4 FOR APPROVAL</b>	
<b>MAINTAINING EFFECTIVE NHS 24 BOARD GOVERNANCE DURING COVID-19</b>			
<b>Sponsor:</b>	Chair		
<b>Lead Officer/Author:</b>	Interim Director of Service Development		
<b>Action Required</b>	The Board is asked to approve the continued adjustment to our NHS 24 Board governance arrangements in light of the public health COVID-19 situation.		
<b>Key Points</b>	<ul style="list-style-type: none"> <li>• The Board approved, on 14 May 2020, a number of adjustments to the Standing Orders to enable effective decision making whilst NHS Scotland operates under emergency powers.</li> <li>• Although the NHS remain in emergency powers, it is proposed that NHS 24 now reverts back to its' original Standing Orders, with a minor amendment, which relates to more efficient working.</li> </ul>		
<b>Strategic alignment and link to overarching NHS Scotland priorities and strategies</b>	This report relates to the NHS Scotland response to COVID-19 and how the whole system of governance operates and performs, and so is relevant to the governance and delivery of all priorities.		
<b>Key Risks</b>	<ul style="list-style-type: none"> <li>• Executive Board members and other senior officers cannot attend governance meetings due to the need to attend to operational matters, or are absent due to illness.</li> <li>• Impact on resource capacity and workforce attendance</li> </ul>		
<b>Financial Implications</b>	The proposed permanent amendment will enable efficiency savings to be realised.		
<b>Equality and Diversity</b>	This report does not relate to a specific proposal which has an impact on an identifiable group of people.		

## 1. BACKGROUND

- 1.1 Following the agreed action at the April 2020 Board, a rapid review of the NHS 24 Standing Orders was undertaken, with a view to ensuring that, in these extenuating times, we remain in compliance with our own Standing Orders and also to consider if we do need to suspend any temporarily.
- 1.2 Following the review, the Board approved a number of temporary suspensions, including a temporary increase in the Chief Executive's level of delegated authority.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that NHS 24 reverts back to the original Standing Orders and remove the temporary suspensions and amendments, with one exception.
- 2.2 It is recommended that Standing Order 4.2.2 below, which was made as a temporary amendment in June 2020, is now permanently amended, reflecting the different ways of working and ability to access documents virtually.

Section	Description	Board approval in May 2020	Updated position
<b>Section 4, 4.2.2</b>	This relates to all papers being delivered, or sent by post at least 5 days before the Board meeting.	All papers are now uploaded via admincontrol, rather than sent by post and we would therefore recommend that we temporarily amend this to deliver papers via email or to a secure online portal.	Propose that this is permanently updated to reflect that papers are issued via admincontrol.  Not only will this result in financial savings it will also enable us to reduce our environmental impact.