

INTEGRATED GOVERNANCE COMMITTEE TERMS OF REFERENCE

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| Executive Sponsor: | Chief Executive Officer |
| Lead Officer/Author: | Interim Director of Service Development |
| Action Required | The Board are asked to approve the updated Terms of Reference. |
| Key Points | The NHS 24 Board approved the Integrated Governance Committee (IGC) Terms of Reference (ToR) on 18 June 2020. Following discussions with the Chair, Vice-Chair and Chief Executive, a number of refinements are proposed. |
| Date presented to EMT and relevant Committee | This paper was discussed at the IGC on 3 December 2020 and approved subject to a minor amendment. |
| Strategic alignment and link to overarching NHS Scotland priorities and strategies | The establishment of the Committee will deliver monitoring and scrutiny of cross-governance issues to enable delivery of the boards strategies and programmes. |
| Key Risks | There are no key risks associated with this process. |
| Financial Implications | There are no financial implications associated with this process. |
| Equality and Diversity | The Board supports NHS 24 in meeting its duties with regard to equality and patient engagement. |

1. RECOMMENDATION

- 1.1 The Board is asked to approve the updated Terms of Reference for the Integrated Governance Committee.

2. PROPOSED UPDATES

The proposed amendments are summarised below and are indicated in italics within the ToR document.

- Minor revision to membership to include Vice Chair as a Standing member.
- Addition of new duty (7.3), in relation to an explicit duty to ensure no gaps or overlaps between the various committees and to allocate subject matter to a specific governance committee where there may be need for a lead through a particular lens.
- Revision to Duty at 7.6
- Additional duty (7.7) in relation to Committee Workplans and review of Internal Audit Plan.
- IGC can also play a role where a subject matter ranges across a number of governance committees, and highlighting where the cumulative from each committee may necessitate review by the Board.