

**NHS 24  
BOARD MEETING**

**21 DECEMBER 2023  
ITEM NO 11.5  
FOR ASSURANCE**

**KEY POINTS OF THE INTEGRATED GOVERNANCE COMMITTEE HELD  
ON 7 DECEMBER 2023**

<b>Executive Sponsor:</b>	Committee Chair, Dr Martin Cheyne
<b>Lead Officer/Author:</b>	Board Secretary, Geraldine Mathew
<b>Action Required</b>	The Board is asked to note the key points for assurance from the Integrated Governance Committee meeting held on 7 December 2023.

**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 7 December 2023 at 10am, via MS Teams.

**2. Recommendation**

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

**3. Board and Committee Meeting Dates 2024/25**

The Committee considered the schedule of dates for Board and Committee Meetings for 2024/25 and were content to endorse these for approval by the NHS 24 Board at its next meeting on 21 December 2023.

**4. Board and Committee Workplans 2024/25**

The Committee considered the draft Board and Committee Workplans for 2024/25. The Committee noted that the Workplans will continue to be augmented and refined throughout the year. It was noted that, whilst effort had been made to reduce unnecessary duplication, there were some areas which required Committees to consider topics through a different lens.

**5. Corporate Risk Register**

The Committee considered the Risk Management Update recently presented to the Audit & Risk Committee at its meeting on 30 November 2023. The Committee discussed the format of the Risk Register, which had recently been presented to Clinical Governance Committee in an alternative format. Following discussion, members requested that the new format be used for all Committees and Board papers going forward.

**6. Integrated Governance Committee Self Effectiveness: Results and Draft Action Plan**

The Committee discussed the results of the Committee Self Effectiveness survey undertaken during July 2023. The results of the survey were overall positive, with some responses in the neither agree nor disagree category and one response in the disagree category. This was in relation to consideration and scrutiny of compliance with relevant legislation and performance against national governance standards, as required by the full NHS Board and it was noted that there was a process in place to notify Committee Chairs regarding Scottish Government Health and Social Care Directorate circulars.

**7. Governance Committee Self Effectiveness Action Plans**

The Committee considered the Governance Committee Self Effectiveness Action Plans for noting. Further discussion regarding the SG Health and Social Care Directorate circulars took place, and it was agreed that the matter of whether specific circulars/documents were brought to Committees was an action for Committee Chairs to discuss with the Executive Leads of their respective Committee.

**8. Governance Committee Remits/Governance Issues**

**Organisational Resilience**

Organisational resilience currently sits within the remit of the Clinical Governance Committee; however, it was suggested that this would be better placed with the Planning and Performance Committee. Dr Cheyne agreed to take this point forward with the Chair of the Planning and Performance Committee, and subject to agreement of the Chair, the remit for this topic would be moved to the Planning and Performance Committee.

**Emerging Risk on Clinical Content**

The Committee discussed this matter and noted that a risk had been developed to cover this point. This would be presented to the EMT Risks and Opportunities Group meeting on 8 December for discussion and approval, therefore the Committee were content to close this matter.

**Cyber Security Risk Register**

The Committee discussed the matter of frequency of reporting of the Cyber Risk Register, and it was agreed that this would be presented to both the Planning and Performance Committee and to the Audit and Risk Committee annually, with the main themes related to cyber risks being included in the Information Governance and Security Quarterly Report.

**9. Assurance Framework and Map**

The Committee considered the Assurance Framework and Map which had been presented to each of the governance Committees during the November cycle. The Committee noted that the Framework would be presented to the NHS 24 Board for approval as part of the Corporate Governance Framework. The Committee were content to note the Assurance Framework and Map and recommended that an annual review of the Framework and Map was undertaken in line with the annual review of the Corporate Governance Framework.

**10. Date of Next Meeting**

Tuesday 25 June 2024, 10am.