NHS 24

24

NHS 24 **BOARD MEETING**	**29 FEBRUARY 2024** **ITEM NO 12.2** **FOR APPROVAL**

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BOARD AND COMMITTEE WORKPLANS 2024/25

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Executive Sponsor:	John Gebbie, Director of Finance
Lead Officer/Author:	Geraldine Mathew, Board Secretary
Action Required	The NHS 24 Board is asked to approve the draft NHS 24 Board and Committee Workplans for 2024/25 and note that the Workplans will continue to be shaped and developed throughout 2024/25.
Key Points for this Committee to consider	The attached Board and Committee Workplans have been developed through consultation with the Board Chair, the Chairs and Executive Leads of the respective Committees, and the Integrated Governance Committee.
Governance process	This is an update to the NHS 24 Board on the draft agenda items to be considered at future Board and Committee meetings. The attached paper was discussed by the Integrated Governance Committee at its meeting in December 2023. The Governance Committee Workplans were reviewed by the respective Committees during the November 2023 committee cycle of meetings.
Strategic alignment and link to overarching NHS Scotland priorities and strategies	State how this paper aligns with the key strategic priorities below and any other appropriate SG policies: • Blueprint for Good Governance.
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 NHS 24 Board is asked to note and approve the draft Board and Committee Workplans for 2024/25, noting that work will continue to develop and shape these workplans throughout 2024/25, in collaboration with the Chairs of Committees, Executive Leads, and Committee members.

2.   **BACKGROUND**

2.1   Governance Committee Workplans for 2024/25 were reviewed and approved at the individual Committee meetings in November 2023.

2.2   The Integrated Governance Committee reviewed all Board and Committee Workplans for 2024/25 at its meeting on 7 December 2023.

2.3   All Board and Committee Workplans for 2024/25 have been reviewed to identify and address any areas of duplication, noting that there will remain areas which Committees require to consider the same topic through a different "lens".

2.4   The schedule of draft agenda items for the 2024/25 Board and Governance Committee meetings are set out at Appendix 1.

BOARD PUBLIC MEETINGS

BOARD STANDING ITEMS	Lead	25/04/2024	20/06/2024	29/08/2024	31/10/2024	19/12/2024	27/02/2024
Executive Report to the Board	Board Secretary	■	■	■	■	■	■
Risk Management Update (Corporate Risk Register)	Kevin McMahon		■	■		■	■
Strategic Risk Register	Kevin McMahon			■			■
Corporate Performance Report	Steph Phillips	■	■	■	■	■	■
Workforce Performance Report (Quarterly)	Jacqui Hepburn		■	■		■	■
Financial Performance Report (Financial Assurance)	John Gebbie		■	■	■	■	■
Strategic Portfolio Update	Steph Phillips	■	■	■	■	■	■
NHS 24 Annual Delivery Plan Update	Steph Phillips			■		■	
NHS 24 Medium Term Plan Update	Steph Phillips			■		■	
Patient Stories (verbal)	Andrew Moore	■	■	■	■	■	■

ADDITIONAL BOARD ITEMS	Lead	25/04/2024	20/06/2024	29/08/2024	31/10/2024	19/12/2024	27/02/2024
Board and Standing Committee Dates	Board Secretary					2025/26	
Board and Standing Committee Workplans	Board Secretary			■			2025/26
Board and Committee Composition	Board Secretary			■			
Gifts and Hospitality Register	Board Secretary	■					
Register of Interests	Board Secretary	■					
Standing Committees Approved Minutes and Highlight Report	Committee Secretaria	■	■	■		■	■
Equaltyand Human Rights SLWG Approved Minutes and Highlight R	Steph Phillips					■	■
Corporate Governance Framework (including Committee Terms of Reference)	John Gebbie					■	
Annual Review Update	Steph Phillips						■
Communications Delivery Plan & Annual Repo	Suzy Aspley		■				
Procurement Strategy	Damien Snedden		■				
Procurement Annual Report	Damien Snedden		■				
Equality Mainstream Report	Davie Morrison						
PPF Annual Report	Davie Morrison		■				
Whistleblowing Update	Andrew Moore		■				
Duty of Candour Annual Report	Andrew Moore			■			
NHS in Scotland 2022/23 report	John Gebbie		■				
Risk Management Annual Report	Kevin McMahon		■				
Risk Management Strategy	Kevin McMahon			■			
Risk Apettite	Kevin McMahon						■
3 Year Financial Plan Update	John Gebbie			■			
Climate Emergency and Sustainability Update	Ron Cook		■	■		■	■
Climate Emergency and Sustainability Annual Report	Ron Cook					■	
Information Governance & Security Annual Report 2022/23	Ann-Marie Gallagher		■				
Finance Plan 2023/24	John Gebbie	■					
Patient Experience and Engagement Annual Report	Andrew Moore			■			
Corporate Parenting Report	Andrew Moore			■			
Joint Collaboration Board with SAS - 12 month Update	Ann-Marie Gallagher		■				

BOARD RESERVED MEETINGS

SCHEDULED ITEMS	Lead	25/04/2024	20/06/2024	29/08/2024	31/10/2024	19/12/2024	27/02/2025
2023/24 All Annual Reports from Committees	John Gebbie		■				
2023/24 Annual Accounts & Assurance Packs	John Gebbie		■				
Executive Directors and Chief Executive Annual Certificate of Assurance	John Gebbie		■				
Governance Statement from the Chief Executive	Jim Miller		■				
Annual Report to SGH&SCD: Reporting Significant Issues	John Gebbie		■				
2023/24 External Audit Annual Report	Deloitte		■				
2023/24 Internal Audit Annual Report	Azets		■				
Financial Plan Update	John Gebbie			■		■	

BOARD WORKSHOP SESSIONS

DEVELOPMENT SESSION PLANNING ITEMS	Lead	30/05/2024	26/09/2024	28/11/2024	30/01/2025	27/03/2025
Public Protection	Maria Docherty		██			
Climate Change and Sustainability	Ron Cook			██		
Public Health Scotland - Health Inequalities and Prevention	Angiolina Foster/Scott Heald	██				
Quality Improvement	Andrew Moore		██			
Cyber Security	Ann-Marie Gallacher			██		
Patient Journey	Joanne Edwards				██	
Business/Artificial Intelligence/ICT Team	Ann-Marie Gallacher	██				

AUDIT AND RISK COMMITTEE

ANNUAL REPORT & ACCOUNTS	LEAD	06/06/2024	15/08/2024	21/11/2024	13/02/2025
2023/24 All Annual Reports from Committees	Yvonne Kerr	■			
2023/24 Annual Accounts & Assurance Packs	John Gebbie	■			
Exec Directors and Chief Exec Annual Certificate of Assurance	John Gebbie	■			
National Services Audit Reports - Finance System Annual Report 23/24	Damien Snedden	■			
2023/24 Risk Managment Annual Report	Kevin McMahon	■			
2023/24 Procurement Annual Report	Damien Snedden	■			
2023/24 External Audit Annual Report	Deloitte	■			
2023/24 Internal Audit Annual Report	Azets	■			
2023/24 Information Governance and Security Annual Report	Sanny Gibson	■			
STRATEGIC REPORTS & DECISION POINTS	**LEAD**	**06/06/2024**	**15/08/2024**	**21/11/2024**	**13/02/2025**
Risk Management Strategy	Kevin McMahon		■		
Risk Management Framework	Kevin McMahon		■		
Risk Apettite	Kevin McMahon				■
Corporate Governance Framework	John Gebbie			■	
Corporate Governance Activity Report	Damien Snedden	■	■	■	■
AOP/Finance Plan/ADP	Steph Phillips				■
QUALITY AND PERFORMANCE STANDING ITEMS	**LEAD**	**06/06/2024**	**15/08/2024**	**21/11/2024**	**13/02/2025**
Corporate Risk Register (Primary Committee)	Kevin McMahon	■	■	■	■
Strategic Risk Register	Kevin McMahon		■		■
Cyber Risk Register					
Financial Assurance	John Gebbie	■	■	■	■
External Audit Plan	Deloitte				
Internal Audit Plan	Azets				■
Internal Audit Plan Progress Update	Azets	■	■	■	■
Internal Audit Reports	Azets	■	■	■	■
Internal Audit Follow Up Report	Azets	■	■	■	■
Audit Scotland Reports (When available)	Damien Snedden	■	■	■	■
Annual Committee Self Effectiveness Review: Survey Issue	Chair/Board person	■			
Annual Committee Self Effectiveness Review: Results	Chair/Board person		■		
Annual Committee Effectiveness Review: Action Plan	Chair/Board person			■	
Private Meeting with Chief Executive	Yvonne Kerr	■			
Private Meeting with External Audit	Yvonne Kerr				■
Private Director of Finance	Yvonne Kerr			■	
Private Meeting with Internal Audit	Yvonne Kerr		■		
Integrated Governance (key points arising)	Chair	■	■	■	■
Audit and Risk Committee Workplan	Yvonne Kerr	■	■	■	■
Information Governance & Security Report	Sanny Gibson		■		
Audit and Risk Terms of Reference	Yvonne Kerr				■
Reflection on Annual Accounts	John Gebbie				■
National Fraud Initiative (NFI) Questionnaire (CFS) 12 Functional Standard	Damien Snedden	■			■
Counter Fraud Strategy					
ADHOC	**LEAD**	**06/06/2024**	**15/08/2024**	**21/11/2024**	**13/02/2025**
Fraud Presentation	Gordon Young		■		
Covid Public Enquiry Processs					

CLINICAL GOVERNANCE COMMITTEE

QUALITY AND PERFORMANCE STANDING ITEMS	LEAD	23/05/2024	06/08/2024	07/11/2024	06/02/2025
Clinical Directors Report	Andrew Moore / Ronald Cook	✓	✓	✓	✓
Clinical Risk Register	Kevin McMahon	✓	✓	✓	✓
National Quarterly Healthcare Quality Report	Laura Neil	✓	✓	✓	✓
Infection Prevention Control Update	Kerry Foley	✓	✓		✓
Realistic Medicine Update	John McAnaw		✓		✓
Whistleblowing Update	Andrew Moore	**Annual Report**			
National Clinical Governance Group (Minutes if Avail)	Kay Carmichael	✓	✓	✓	✓
Public Protection Annual Report	Maureen Burns		✓		
Public Partnership Forum (PPF) Annual Report	David Morrison/ Mario Medina				
Committee Annual Report 2023/24	Committee Secretariat	✓			
Patient Feedback Annual Report	Laura Neil		✓		
Duty of Candour Annual Report	Laura Neil		✓		
Equality Mainstream Report	Laura Neil				**Next due 2025**
Investing in our Volunteers	Davie Morrison		✓		
Improvement Updates (deep dive presentations) Topics TBC	Various	✓	✓	✓	✓
Clinical Governance Committee Workplan	Committee Secretariat			**2025/26**	
Integrated Governance (key points arising) (v)	Chair		✓		✓
CGC Terms of Reference	Committee Secretariat		✓		✓
Public Protection Policy	Maureen Burns	✓			
NHS 24 Prescribing Policy (teleprescribing) (Annual)	John McAnaw				✓
Public Protection Learning and Development Strategy	Maureen Burns				
Annual Committee Self Effectiveness Review: Proposal and Timescale	Committee Secretariat	✓			
Annual Committee Self Effectiveness Review: Results	Committee Secretariat		✓		
Annual Committee Self Effectiveness Review: Action Plan	Committee Secretariat			✓	
Quality Framework	Andrew Moore	✓			
Armed Forces Covenant and NHS 24 Armed Forces and Veterans Workplan 2024/25	Arlene Campbell	✓			
Corporate Parenting and UNCRC Progress Report and Action Plan	Maureen Burns				**Next due 2026**

PLANNING AND PERFORMANCE COMMITTEE

STRATEGIC REPORTS & DECISION POINTS	LEAD	16/05/2024	08/08/2024	11/11/2024	10/02/2025
NHS 24 Strategy Update/Strategic Delivery Group Update	Steph Phillips	■	■	■	■
Annual Delivery Plan Update	Steph Phillips	■	■	■	■
2023/24 P&P Committee Annual Report	John Gebbie	■			
Easter Plan	Steph Phillips				■
Winter Plan	Steph Phillips			■	
NHS 24 Procurement Strategy	Damien Snedden				■
Communications Delivery Plan & Annual Report	Suzy Aspley	■			
Climate Emergency and Sustainability Update	Ron Cook	■	■	■	
3 Year Finance Plan first cut	John Gebbie				■
QUALITY AND PERFORMANCE STANDING ITEMS		16/05/2024	08/08/2024	11/11/2024	10/02/2025
Planning and Performance Risk Register	Kevin McMahon	■	■	■	■
Cyber Risk Register	Kevin McMahon			■	
Corporate Performance Report	Steph Phillips	■	■	■	■
Financial Performance Report	John Gebbie	■	■	■	■
Facilities Report	Lynne Kane	■	■	■	■
Information Governance & Security Report	Sanny Gibson	■	■	■	■
Information Governance & Security Report Annual Report	Sanny Gibson	■			
Annual Committee Self Effectiveness Review: Proposal and Timescale	Committee Secretariat	■			
Annual Committee Self Effectiveness Review: Results	Committee Secretariat		■		
Annual Committee Self Effectiveness Review: Action Plan	Committee Secretariat			■	
PPC Terms of Reference	Committee Secretariat				■
PPC Workplans	Committee Secretariat	■	■	**2025/26**	■
PPC Committee Dates	Committee Secretariat			**2025/26**	
Estates & Facilities Annual Report	Lynne Kane	■			
Integrated Governance (key points arising)	Committee Secretariat		■		■

STAFF GOVERNANCE COMMITTEE	LEAD	TU LEAD	09/05/2024	01/08/2024	04/11/2024	04/02/2025
Communications Delivery Plan & Annual Report	Suzy Aspley		▓	▓	▓	▓
Whistleblowing Standards Update	Maria Docherty			▓		
Healthcare Staffing Programme	Maria Docherty		▓		▓	
Staf Governance Committee Workplan	Jacqui Hepburn				2025/26	
Staff Governance Committee Terms of Reference	Jacqui Hepburn		▓			
Staff Governance Committee Risk Register	Kevin McMahon		▓	▓	▓	▓
Area Partnership Forum	Kenny Woods		▓	▓	▓	▓
Area Partnership Forum Workplan 2024/25	Kenny Woods		▓	▓		
Area Partnership Forum Self Assessment	Kenny Woods		▓	▓	▓	▓
Workforce People Action Plan Update	Jacqui Hepburn		▓	▓	▓	▓
2023/24 Committee Annual Report	Chantal Robinson		▓			
2022/23 Remuneration Committee Report	Chantal Robinson		▓			
Workforce Performance Report	Jacqui Hepburn		▓	▓	▓	▓
Committee Highlights to the Board	Chantal Robinson		▓	▓	▓	▓
Shift Review Update	Nicola Dawson				▓	
Industrial Action Group Update	Jacqui Hepburn					▓
Equality Mainstreaming and Workforce Data Report	Davie Morrison					▓
Climate Emergency and Sustainability Programme	Ron Cook					
Ways of Working & Planning	**Marnie Westwood**	**Martin McGregor**				
Strategic Workforce Planning			▓	▓	▓	▓
Recruitment Marketing						▓
Health & Safety Quarterly Report			▓	▓	▓	▓
Area Health & Safety Annual Report			▓		▓	
Resourcing and Planning Update						
Attrition Deep Dive				▓		▓
Establishment Control Update			▓			
Review of Recruitment			▓			
Organisation and Culture	**Helen Meldrum**	**Fred McCosh**				
iMatter National and Board Results 2023					▓	▓
Management and Leadership Development				▓		
Mandatory Training Update						
ODLL Progress Review				▓		
Appraisal Improvement Plan						▓
Internal Audit Report: Mandatory/Statutory Training						
External Events & Bursary				▓		
Corporate Induction Update						
Workforce People Action Plan Update			▓	▓	▓	▓
Culture Dashboard						
People Services	**Louise Gordon**	**Fred/Martin**				
Attendance & Wellbeing (Thrive App) Report				▓		▓
Staff Governance Monitoring Return				▓		
ER Overview					▓	
Staff Engagement Update					▓	
Once For Scotland Policies				▓		▓
Corporate Health and Wellbeing Plan				▓	▓	▓
Three Tier HR Model				▓		▓
Internal Communications Update			▓		▓	▓
Flexible Working Applications					▓	
Carer Positive Engaged Employer Award					▓	
Reasonable Adjustments					▓	

REMUNERATION COMMITTEE

STRATEGIC REPORTS & DECISION POINTS		27/06/2024	25/11/2024
EMT collective and individual objective setting 24/25		■	
EMT Annual Appraisal 23/24		■	
EMT Mid Year Apprisal 23/24			■
Remco ToR (Annual Review)		■	

INTEGRATED GOVERNANCE COMMITTEE

STRATEGIC REPORTS & DECISION POINTS	LEAD	25/06/2024	07/12/2023
Minutes of previous meeting	Board Secretary	■	■
Board and Committee Workplans	Board Secretary	2024/25	2025/26
Terms of Reference	John Gebbie	■	
Internal Audit Plan Update	John Gebbie		■
Highlight Report to the Board (at next available Board meeting)	Board Secretary	■	■
IGC Committee Annual Report 2023/24	Board Secretary	■	
Annual Board and Governance Committee Effectiveness Reviews	Board Secretary		2025/26
Proposed Committee and Board dates for 2023/24	Board Secretary		2025/26
Annual Committee Review of Self Effectivness: Proposal and Timescale	Board Secretary	■	
Annual Committee Review of Self Effectiveness: Results	Board Secretary		■
Annual Committee Review of Self Effectiveness: Action Plan	Board Secretary		■
Annual Board and Committee Self Effectiveness Reviews: All Action Plans	Board Secretary		■