

NHS 24

**Approved Minutes of the Meeting of the
NHS 24 Integrated Governance Committee
held on Thursday 5 December 2024 at 10.00am
via Microsoft Teams**

PRESENT

Dr Martin Cheyne (in the Chair)
Mr Jim Miller (Chief Executive)
Ms Carol Gillie
Mr David Howe
Mr Alan Webb
Mr Martin Togneri
Mr John Gebbie

IN ATTENDANCE

Mrs Geraldine Mathew	Board Secretary
Mrs Paula Matchett	Business Support Officer (Minute)

01. WELCOME AND APOLOGIES

The Chair welcomed members to the December meeting of the Committee.

NOTED

02. DECLARATIONS OF INTEREST

The Chair invited members to declare any interests in any of the items being discussed. There were no declarations of interest made.

The Chair reminded all members to ensure that any changes to their Register of Interest be notified to the Board Secretary within one month of the change occurring.

NOTED

03. MINUTE OF PREVIOUS MEETING

The Committee considered the minute of the previous meeting held on 25 June 2024 [Paper No. 3a] and were content to approve this as a complete and accurate record.

APPROVED

04. MATTERS ARISING

04a. ROLLING ACTIONS LIST

The Committee considered the Rolling Action List and were content to accept the recommendation that four actions were closed.

Additionally, the following actions were discussed.

Action 43 – Memberships of Committees

In response to a question about the action to review Committee memberships, Dr Cheyne advised that, following review and discussion with the Board Vice Chair and the Board Secretary, no amendments would be proposed to the current Committee composition, however this would be discussed with individual members at the appraisal meetings arranged for March. Mr Webb added that it was challenging to rotate members of Committees, due to the small number of the Non-Executive Director cohort. He noted that he had undertaken work with the Board Secretary as part of the Governance Improvement Plan, to refresh the Board Skills Matrix and Equality, Diversity and Inclusion information and this would prove useful in longer-term planning for future Non-Executive Director recruitment. Mr Togneri noted that his term of office would end on 31 March 2026, and Dr Cheyne noted that planning for recruitment of a new Non-Executive Director would likely commence in October 2025.

Action 40 – Patient Safety and Staff Engagement Visits

Following a question raised, Mrs Mathew advised that a virtual Patient Safety and Staff Engagement session had taken place with staff from Ayrshire and Arran, Inverness and the Western Isles, in November. Ms Gibson had attended the session as the Non-Executive Director representative

APPROVED

05. ITEMS FOR APPROVAL

5.1 PROPOSED BOARD AND COMMITTEE SCHEDULE OF MEETINGS FOR 2025/26

The Committee considered the paper 'Board and Committee Schedule of Meetings 2025/26' [Paper No. 5.1] presented by Mrs Mathew, Board Secretary. Following consultation with the Board Chair and the Chairs of respective Committees the paper included the Board and Committees Schedule of Meetings for 2025/26. There were no significant alterations to the schedule which was based on the pattern for 2024/25 meetings. All members were asked to review and endorse approval by the NHS 24 Board. Mrs Mathew advised that individual Committee Schedule of Meetings have been presented to the respective Committees for approval during the November cycle.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members.

The Committee were content to endorse the Board and Committee Schedule of Meetings for 2025/26 for approval by the NHS 24 Board.

APPROVED

06. ITEMS FOR NOTING

6.1 BOARD AND COMMITTEE WORKPLANS 2025/26

The Committee considered the paper 'Board and Committee Workplans 2025/26' [Paper No. 6.1] presented by Mrs Geraldine Mathew, Board Secretary. The Committee members were asked to note the NHS 24 Board and Committee Workplans for 2025/26, and that all Workplans would continue to be developed throughout 2025/26. All Workplans have been developed through consultation with Committee Chairs, Members and Executive Leads of the respective Committees.

Mrs Mathew advised that the draft workplans were presented to the respective Committees during the November cycle and would be presented to NHS 24 Board for approval in December.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members.

Following a question raised, it was agreed that the Workplans would be reviewed to ensure that the Annual Delivery Plan, the Workforce Strategy, and the SAS collaboration, were included in the Workplan. Additionally, Digital Transformation Programme, and Equality, Inclusion and Rights Group updates, would be programmed into the Workplan in due course.

Mr Gebbie advised that the Board Workshop session in January 2025, would include sessions on Strategic Risk, Workforce Strategy and Plan, Corporate Delivery Plan, and the Financial Plan.

The Committee were content to note the Board and Committee Workplans for 2025/26, and that these would continue to be developed as the year progressed.

NOTED

ACTION: Mrs Geraldine Mathew

6.2 INTERNAL AUDIT PLAN UPDATE

The Committee considered the paper 'Internal Audit Update' [Paper No. 6.2] presented by Mr Gebbie, Director of Finance. The paper summarised the Internal Audit papers that have been presented to the Audit and Risk Committee this year and was for assurance and provided an overview to all Committee Chairs of the overarching Internal Audit Plan and management actions to date across all areas. Mr Gebbie advised that there were 13 management actions with 10 being implemented within the allocated timescale and highlighted there were no amber ratings. The 3 remaining management actions had not yet reached their agreed date for completion.

The Chair thanked Mr Gebbie for the update and invited comments and questions from members.

The Chair advised that, following discussion with the Board Secretary, the external review of the Board per the Blueprint for Good Governance guidelines, should be postponed. Mrs Mathew advised that feedback from the Board Secretaries' meeting indicated that this was not currently a high priority for SG, given the current financial position. Mr Gebbie added that the internal audit contingency days set aside for this could be carried forward to 2025, should they need to be used for this purpose, therefore it was agreed that this topic would remain on the agenda for future consideration.

The Committee were content to note the Internal Audit Update and were assured by the information provided.

6.3 ASSURANCE MAP UPDATE

The Committee considered the paper 'Assurance Framework and Map Update' [Paper No. 6.3] presented by Mrs Geraldine Mathew, Board Secretary. The members were asked to review and note the attached updated NHS 24 Assurance Framework and Map Update which had been updated as part of the annual review of the Corporate Governance Framework. The Corporate Governance Framework, including the Assurance Map, was reviewed by the Audit and Risk Committee at its meeting in November.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members.

A discussion took place about the Assurance Framework and Map, how this was used currently and how this could be used in the future. Mr Miller highlighted that the Assurance Map was frequently used by the EMT to establish governance routes, particularly where issues arose or there were complex governance matters. It was agreed that a short 30-minute session, facilitated by the Internal Auditor in relation to the Assurance Map, would be added to the Board Workshop Workplan for a future date.

ACTION: Mrs Geraldine Mathew

NOTED

7. ITEMS FOR DISCUSSION

7.1 INTEGRATED GOVERNANCE COMMITTEE ANNUAL SELF EFFECTIVENESS SURVEY: RESULTS AND DRAFT ACTION PLAN

The Committee considered the paper 'IGC Annual Self Effectiveness Survey: Results and Draft Action Plan' [Paper No. 7.1] presented by Mrs Geraldine Mathew, Board Secretary. Mrs Mathew advised that the self-effectiveness survey took place in July. This paper detailed the results of that survey, along with a draft Action Plan.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members. There were no questions raised.

A question was raised regarding the Integrated Governance Committee Action Plan, specifically point 3 which referenced the Clinical Governance Committee. It was noted that this was a typo and would be corrected.

The Committee were content to note the results of the Self Effectiveness Survey and approved the associated Action Plan.

NOTED

7.2 GOVERNANCE COMMITTEE SELF-EFFECTIVENESS ACTION PLANS

The Committee considered the paper 'Governance Committees Self-Effectiveness Action Plans [Paper No. 7.2] presented by Mrs Geraldine Mathew, Board Secretary. Members were asked to note for assurance the Action Plans developed by governance committees following their Self-Effectiveness Surveys undertaken in July 2024. Each committee had developed an Action Plan based on the areas for improvement, and these were presented to the respective Committee for consideration during the November 2024 Committee cycle of meetings.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members.

The Committee were content to note the Governance Committee Self-Effectiveness Action Plans.

NOTED

8. ITEMS FOR NOTING

**8.1 SCOTTISH GOVERNMENT KEY PUBLICATIONS AND GUIDANCE
RECORDS MANAGEMENT CODE OF PRACTICE FOR HEALTH AND SOCIAL CARE**

The Committee noted the paper 'Directors Letter – DL-2024-20' [Paper No. 8.1] included for information.

9. ANY OTHER BUSINESS

Mr Gebbie advised members of a recent Directors Letter (DL (2024) 30) received from the Scottish Government which detailed a remuneration increase for 2024/25 for Chairs and Non-Executive members. He confirmed that this would be implemented in December, with back pay to 1 April 2024 paid to members in December. The DL would be circulated to members following the meeting for information.

ACTION: Mrs Geraldine Mathew

NOTED

DATE OF NEXT MEETINGS

Tuesday 24 June 2025, 10am

Thursday 4 December 2025, 10am