

Integrated Governance Committee
Thursday 11 May 2023 at 9.30am via MSTeams

Present Mrs Lesley Bowie (Chair)
Ms Sheila Cowan, Vice Chair/Non-Executive Member
Ms Linda Semple, Non-Executive Member
Ms Jean Ford, Non-Executive Member
Mr Marc Mazzucco, Non-Executive Member

In Attendance Ms Kirsti Dickson, Director of Transformation and Sustainability
Mr Derek Lindsay, Director of Finance
Ms Jennifer Wilson, Nurse Director
Ms Lorna Kenmuir, Assistant HR Director
Mr Hugh Currie, Assistant Director for Occupational Health, Safety and Risk Management
Mrs Shona McCulloch, Head of Corporate Governance
Miss Ashleigh Kennedy, Corporate Secretary (Minutes)

Action

1. Apologies

Mrs Lesley Bowie welcomed Ms Sheila Cowan in her new role as Vice Chair and Mr Marc Mazzucco in his new role as Chair of Information Governance Committee. Apologies were received from Ms Sarah Leslie, Dr Crawford McGuffie, Ms Margaret Anderson and Ms Claire Burden.

2. Declaration of Interests

There were no declarations of interest.

3. Minutes of the Meeting held on 7 February 2023

The minute of the meeting held on 7 February 2023 was approved as an accurate record following the addition of a CfA finance action raised by Ms Jean Ford.

4. Matters Arising

The action log had been circulated prior to the meeting. Members noted actions completed.

5. Strategic Climate emergency and sustainability

Non-Executive Member, Ms Linda Semple provided an update on Strategic Climate emergency and sustainability and highlighted the following key points:

- The operational and strategic groups are both meeting and taking actions forward.

- NHS Ayrshire & Arran scored well on the National Sustainability assessment toolkit.
- Areas of focus from the toolkit include: energy, medical and non-medical gases, Green theatre work, fleet, electric vehicles, business and travel, water and waste management and carbon neutrality.
- Ms Graham and Dr McGuffie are due to discuss the equality impact of certain aspects of the green theatre work and will provide update to HGC.
- An action plan is due to be created which will report into the Integrated Governance Committee.
- Targets for the next 10 years have been set with reporting into Performance Governance Committee.
- Scottish Government view these groups as a target driven change programme however it is recognised locally as a cultural change leading to improvement.

Mrs Bowie, Ms Semple and Mrs McCulloch would meet outside the meeting to discuss the proposal to add an additional monitoring statement to the Board and governance committee paper template for climate change and sustainability impact assessment.

**LB/LS/
SM**

Outcome: Members were assured of the significant actions completed and the ongoing progress.

6. Code of Corporate Governance

The Head of Corporate Governance, Mrs Shona McCulloch presented the Code of Corporate Governance which has been updated following a review of all sections and advised that due to an unforeseen circumstance with a change to the meeting date, it had not been possible to submit the draft to Integrated Governance Committee prior to Audit and Risk Committee. The Code had been reviewed by the Audit and Risk Committee and comments in relation to the revision history will be added to the paper prior to submission to the NHS Board.

Outcome: Members noted the revised Code of Corporate Governance and noted the draft was submitted to the Audit and Risk Committee for scrutiny and thereafter to the NHS Board for approval.

7. Committee Annual Assurance Report 2022-2023

Mrs McCulloch, presented the Integrated Governance annual assurance report 2022-2023 and advised that further to recommendation by internal audit, Governance Committees are now required to complete an annual Self-Assessment Checklist, Assurance Mapping and NHS Board Reporting templates in addition to the annual report, to provide assurance of committee effectiveness. Key messages from the report include:

- Monitoring delivery of improvements in corporate governance through the Corporate Governance learning and improvement

plan, acknowledging that progress had been made with remaining actions moving into normal business for completion and the current plan agreed as closed.

- Monitoring progress of the Caring for Ayrshire programme and acknowledging the progress made through 2022-23 as services have remobilised. Of particular note was the launch of the Caring for Ayrshire Informing, Engagement and Communication Plan and Initial Project proposals.
- Monitoring of progress with our Community Wealth Building programme which was agreed in August 2022. Committee received assurance on progress and acknowledged the plans for delivery of the programme and for regular assurance reporting to Committee and operationally to Corporate Management Team.

Priorities for next year will include the Caring for Ayrshire Programme, Strategic Climate Emergency and Sustainability Group and the second edition of the Blueprint for Good Governance in NHS Scotland.

With reference to the Terms of Reference, Mrs Bowie, Ms Burden, Mrs McCulloch would discuss the attendance of NHS IJB Chairs/VCs at Integrated Governance Committee.

**LB/CB/
SM**

Outcome: Members approved the annual assurance report for the Integrated Governance Committee 2022-2023 which will be considered at a future NHS Board meeting.

8. Governance committee work plans 2023-2024

Mrs McCulloch, presented the Governance committee work plans for 2023-2024. These work plans have been approved by each committee, as live documents which are updated throughout the year. The plans provide assurance of governance planning through the year with no gaps evidenced. A paper on the annual cycle of Board business will be submitted separately to the NHS Board.

Outcome: Members noted the Governance Committee work plans for 2023-2024.

9. Strategic Risk and Risk Register

The Assistant Director for Occupational Health, Safety and Risk Management Mr Hugh Currie, presented the Strategic Risk paper to Members which reported on the three risks assigned to Integrated Governance Committee. Items 743 and 821 have both been reviewed during this reporting period. Item 669 is due to be reviewed on 21st July 2023.

The full Strategic Risk Register was also presented for member's assurance and oversight of strategic risks across all strands of governance. Members had a detailed discussion on the risks included on the register and if there was a need for a detailed review of strategic risks and how these are being managed.

Committee Chairs agreed to undertake a rigorous review of strategic risks assigned to their own Governance Committee. This would be followed up by a detailed discussion on the outcomes of the review at a future Integrated Governance Committee meeting.

Gov Comm
Chairs

LN/CB/HC

Mr Currie to share a brief note of the definitions of strategic and operational risks and share with members via email.

HC

Outcome: Members were assured from the work being done to manage Strategic Risks across the organisation and agreed actions for a detailed review by Governance Committees.

10a. Caring for Ayrshire Programme (CfA)

The Director of Transformation and Sustainability, Ms Kirstin Dickson presented the CfA update and highlighted the following key points:

- Section 2.3 of the paper highlights the key work streams and activity progress.
- The Professional Reference Group met in April 2023. The group set out a programme of work for the balance of this year in relation to deliverables within the group and the wider CfA programme.
- A workshop session, due in May 2023, will provide the opportunity to review principals and recognise impacts on CfA ambitions. Ambitions remain the same however this short piece of work will allow for a reflection and reset of the key areas of work.
- Work is ongoing in relation to the Programme Initial Agreement document, Whole System Plan and work surrounding specific service changes.
- The Decision Management group was set up to look at where non-recurring programme funding could be used to support some transformational initiatives on a small scale level.

Members welcomed the update. In response to a query from a member, Ms Dickson agreed to include high level funding information in papers to future meetings for Integrated Governance Committee Meeting.

KD

Outcome: Members were assured by the plans agreed by CMT to deliver the Caring for Ayrshire Programme

10b. Informing, Engagement and Communication Progress Plan

Ms Dickson, presented the Informing, Engagement and Communication Progress Plan and highlighted the following key points:

- A plan in relation to the re-launch of CfA Engagement and Communication work proposal has been taken through governance processes. The initial aim of the first stage of work is to provide a reminder of CfA, highlight the drivers for change and to have more specific conversations in relation to expectations on delivery.
- Two of the three launch events took place in November 2022 and opportunities for North Ayrshire were ongoing.

- Work is moving ahead to recruit external representation to a Caring for Ayrshire Stakeholder Forum.
- Work is ongoing across the Engagement Network with Community Planning Partners which provides the opportunity to link into existing events and identify existing gaps.

Outcome: Members were assured by the plans agreed by CMT to deliver Caring for Ayrshire engagement work

11. Community Wealth Building (CWB)

Ms Dickson, presented the CWB update and advised that a successful and enthusiastically received NHS Ayrshire & Arran Board CWB Workshop was held on 30 March 2023. The event introduced the Board to CWB and the work of the CWB Programme. Presentations and discussion was held with the Board on each CWB Pillar's aims, work streams and barriers to delivery of CWB action to which the Board was supportive and in agreement. CWB programme progress and timelines for development of the NHS Ayrshire & Arran Anchor/CWB Strategy and three year work plans were presented.

Outcome: Members were assured by the positive discussions that took place at the NHS Ayrshire & Arran Board Community Wealth Building Workshop that was held on 30 March 2023.

12. Key items to report to the NHS Board

Members agreed the following key items to report to the NHS Board on 23 May 2023:

- Strategic Risk Register
- Caring for Ayrshire Programme update
- Caring for Ayrshire Engagement
- Community Wealth Building

13. Risk issues to report to the Risk and Resilience Scrutiny and Assurance Group

There were no risk issues to report.


14. Any Other Competent Business

Ms Lesley Bowie advised that discussions had taken place at the Performance Governance Committee and Staff Governance Committee in relation to concerns on recruitment processes and staffing. Ms Sheila Rosher had advised that a paper was being prepared around the needs of the HR organisation which would be tabled at CMT and any concerns would be addressed through CMT discussion.

15. Date and Time of Next Meeting

Monday 31 July 2023, 2pm via MSTeams.

Signed (Chair):



Date: 31/07/2023