



## Integrated Governance Committee

**Thursday 2 May 2024 at 9.30am**  
**MS Teams meeting**

- Present** Ms Sheila Cowan, Vice Chair/Non-Executive Member  
Ms Jean Ford, Non-Executive Member  
Mr Marc Mazzucco, Non-Executive Member  
Mr Liam Gallagher, Non-Executive Member
- In Attendance** Ms Claire Burden, Chief Executive  
Ms Kirsti Dickson, Director of Transformation and Sustainability  
Mr Derek Lindsay, Director of Finance  
Ms Jennifer Wilson, Nurse Director  
Ms Joyce White, Non-Executive Vice Chair of NAIJB  
Mrs Nicola Graham, Director of Infrastructure and Support Services  
Mrs Lynne McNiven, Director of Public Health  
Mrs Shona McCulloch, Head of Corporate Governance  
Miss Ashleigh Kennedy, Corporate Secretary (Minutes)  
Mrs Moira Woolway, Corporate Secretary (Observing)

### **ACTION**

#### **1. Apologies**

Apologies were received from Ms Lesley Bowie, Dr Crawford McGuffie, Ms Linda Semple, Mrs Sarah Leslie and Dr Sukhomoy Das.

#### **2. Declaration of interests**

There were no declarations of interest.

#### **3. Minutes of the meeting held on 12 February 2024**

The minute of the meeting held on 12 February 2024 was approved as an accurate record.

#### **4. Matters arising**

The action log had been circulated prior to the meeting. The Vice Chair, Ms Sheila Cowan advised that there is one ongoing action in relation to Strategic Climate emergency and sustainability. This action was held open pending a future discussion with Ms Lesley Bowie and Ms Linda Semple. Mrs McCulloch reminded that the action was in relation to reviewing the Board paper template and how best to include monitoring information around sustainability and best practice. Mrs Nicola Graham would be included to support the conversation.

In relation to an action from the November meeting, a member sought clarity on the Caring for Ayrshire (CfA) high level funding and investment requirements. The Director of Transformation and Sustainability, Ms Kirsti Dickson advised that funding had been confirmed for the past financial year 2023/24 and the Month 12 position would be reported to a future meeting. There was no funding allocation from Scottish Government for 2024/25 and discussions were ongoing regarding progression of this work.

## 5. Strategic Risks

The Chief Executive, Ms Claire Burden presented the Strategic Risk paper to Committee which reported on the two risks assigned to Integrated Governance Committee. Items 821 and 669 had both been reviewed during this reporting period and there has been no change in risk grading since the last report. Ms Burden advised that following discussions on improving information for Non-Executives to enable scrutiny, the addition of controls and process actions will be included in the risk register and information for this will be drawn out from the Datix system. This will feed through to strategic risk reporting to governance committees in due course.

The update to risk ID 821 (Failure of Digital Services Across Ayrshire and Arran) highlighted that the Digital Reform Plan and additional control measures have been put in place to cover the programme of work required to reduce this risk. This had been presented to CMT and Board and appropriate funding had been approved. In response to a query from a Member, Mrs McCulloch confirmed that governance for the digital reform plan was routed through Integrated Governance Committee and noted in the Terms of Reference, and that governance of cyber security matters would remain with Information Governance Committee.

In response to a question regarding the possible move of risk 669 (Objectives and projects - Reform and transformation of services deliverability (Caring for Ayrshire)) from amber to a higher level due to the funding situation, Ms Burden advised that an increase to the level was not required. She reassured members that there were six programmes of work for Caring For Ayrshire that have been determined for this year which were in scope and progress could be made. She advised that longer term sustainability discussions were ongoing with Scottish Government.

**Outcome: Members noted the update and were assured from the work being done to manage strategic risks which fall under the governance remit of this committee.**

## 6. Code of Corporate Governance

Mrs McCulloch provided an update on the Code of Corporate Governance and advised that The Code was usually brought to the meeting at this time for awareness prior to routing through Audit and Risk Committee and then onto the NHS Board for approval as part of the annual review

process. Due to resource issues the annual review had been delayed and an update would be routed through governance committees to Board later in the year. The annual review was ongoing. In response to a query from a Member, Mrs McCulloch confirmed that whilst no major changes were expected she was undertaking a more in depth review of the scheme of delegation.

**Outcome: Members noted the delay with the report and were reassured that no major changes were anticipated.**

## **7. Blueprint for Good Governance development plan**

Mrs McCulloch provided an update on the Blueprint for Good Governance development plan and advised that the NHS Board approved the plan at March 2024 Board meeting, where it was agreed that monitoring of delivery and completion of the action plan would be through Audit and Risk Committee. Updates would continue to be provided to Integrated Governance Committee to ensure that colleagues were aware of the position. At present the Executive and Non-Executive leads assigned to each high level action were developing detailed actions to underpin each of these. Ms Lesley Bowie would review and agree the underlying actions which would support the plan.

**Outcome: Members were assured by progress to develop the actions and that a report would be brought to the July 2024 meeting.**

## **8. Committee annual assurance report 2023-2024**

Ms Cowan presented the Committee Annual Assurance Report 2023/24 for Members' approval which included the Self-assessment checklist, completed Assurance Mapping template and the NHS Board Reporting template.

Ms Cowan highlighted the key areas of committee business from 2023/24 and the key priorities areas for 2024/25

Key areas from 2023/24:

- Strategic Risk register discussions for those risks assigned to Integrated Governance and the overall register.
- Monitoring of the Caring for Ayrshire (CFA) programme
- Continued monitoring of progress with our Community Wealth Building programme
- Support for the Blueprint for Good Governance self-assessment and development of the Board's improvement plan

Key priorities areas for 2024/25:

- Strategic governance for the CFA programme and Community Wealth Building (CWB) which is closely linked with CFA
- To develop assurance reporting for specific areas of work newly added to the Committee Terms of Reference
- In respect of the Blueprint for Good Governance Board improvement plan, to review and approve updates on progress

with delivery of improvement actions for submission to Audit and Risk Committee for formal monitoring of delivery of actions.

**Outcome: Members approved the annual report for the Integrated Governance Committee 2023-2024 for onward submission to the NHS Board.**

#### **9. Governance committee work plans 2024-2025**

Mrs McCulloch presented the Governance committee work plans 2024/25 and advised that these work plans have been approved by each committee as a live document which would be updated as required throughout the year. The work plans provided assurance of governance planning through the year with no gaps evidenced. She confirmed that a paper on the annual cycle of Board business had been submitted separately to the NHS Board on 26 March 2024.

**Outcome: Members noted the Governance Committee work plans for 2024-25 and were assured of the cohesive approach to planning in each of the Board Governance Committees.**

#### **10. Caring for Ayrshire (CfA) Programme**

Ms Dickson presented the CfA Programme update and highlighted the following key items:

- Scottish Government have confirmed a commitment to support CfA costs for 2023/24. The M12 financial report was not yet available and an update on the CfA financial position for M12 would be reported to the next meeting.
- The paper set out the first stage of reform and change work and ideally this would align with supporting capital although it was recognised that the financial situation had changed for 2024/25. The Scottish Government capital team would review priorities for capital spend across Boards in Scotland and will provide further updates.
- In early 2025 a Business Continuity Plan component is required with details on how to sustain services and infrastructure, especially as our buildings are dated. The Transformation and Sustainability and Infrastructure and Support Services directorates were working to support development of this plan for submission in 2025.
- The Whole system plan and Business Continuity Plan would set out where capital investment was required in future years.
- Work was continuing with the pathway programmes with project charters in development that are aligned to each programme. The Acute Triumvirate programmes had held a wider crosscheck workshop on 10 April, to assess the overall site impact.

In response to a question regarding completion year dates at Appendix 1, Ms Dickson confirmed that there were two separate pieces of work being undertaken and hence the different year dates were correct.

Ms Dickson highlighted that as projects related to CfA progressed these may align to different governance routes, for example the governance for any CfA capital spend would be through Performance Governance Committee. Ms Dickson and Mrs McCulloch agreed to arrange a meeting to discuss the governance routes for CfA work and would report back to a future meeting.

KD/SM

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

#### **11. Strategic climate emergency and sustainability**

The Director of Infrastructure and Support Services, Mrs Nicola Graham presented the Strategic Climate emergency and sustainability update and highlighted the following key points:

- The update provided at Appendix 1 evidenced good progress across key deliverables associated with the Board's Climate Change and Sustainability Strategy to the end of March 2024.
- Reminded Committee of Ms Linda Semple's role as the Non-Executive Sustainability champion for Ayrshire and Arran.
- The current focus included better sustainability across the organisation with the National team on Net Zero route maps.

In response to a question regarding national green agenda targets and any impact on the NHS Board, Mrs Graham advised that no new guidance had been received from Scottish Government at this time.

Committee welcomed the report and discussed the challenges faced by the ageing Ayrshire and Arran estate. Mrs Graham reassured Committee that plans were being linked to business continuity planning and that teams were working closely together to mitigate any impact.

**Outcome: Members noted the report and were assured by progress to date.**

#### **12. Key items for Chair's report to the NHS Board**

Members agreed the following key issues to report to the NHS Board on 21 May 2024:

- Strategic Risk Register
- Committee Annual Assurance Report 2023-2024
- Caring for Ayrshire programme update
- Strategic Climate emergency and sustainability

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

There were no risk issues to report.

Approved by Integrated Governance Committee 25 July 2024

**14. Any other competent business**

There was no other competent business.

**15. Date and time of next meeting**

Thursday 25 July 2024, 9.30am, Eglinton Room 1, Ailsa Hospital. This would be an in-person meeting.

Signed (Chair):

A rectangular box containing a handwritten signature in black ink, which appears to be 'S. McA'. The signature is written in a cursive style.

Date: 29/07/2024