

**NHS Education for Scotland**

**Planning and Performance Committee**

**Terms of Reference**

1. **Constitution/context**

1.1 The NHS Education for Scotland (NES) Board has established a Committee to be known as the Planning *and Performance Committee;* hereafter referred to as the Committee, which will operate within the terms of the Board’s Standing Orders; Standing Financial Instructions and the Board Code of Conduct.

1.2 The Committee will fulfil its duties in line with relevant statutory and regulatory requirements.

1. **Role**
	1. The role of this Committee is to review organisational outcomes and impact achieved in line with the Board’s Corporate Strategy and Key Strategic Performance Indicators (SKPIs), the requirements of the Annual Delivery Plan as per Scottish Government guidance, the NES transformation programme and Scottish Government Commissions. The Committee will provide advice and oversight of the development of these Strategies, Plans and programmes in advance of the Board.
	2. The Committee will provide oversight, scrutiny and assurance relating to digital and innovation work, in line with the Scottish Government’s Digital Health and Care Strategy (October 2021). This will include governance and scrutiny within the context of “*Technology”* as defined as the application of technology to deliver business services through the public and private cloud and governance and scrutiny within the context of “*Information”* in relation to the technical aspect of information and cyber security and within the context of the NES legal obligations. The Committee will also provide scrutiny of technology and innovation activity undertaken by the NES Technology Service.
	3. The Committee will have a strategic horizon scanning role. 2.4 The Committee will provide governance and scrutiny for the NES inequalities work programmes, the Anchors Strategic Plan and any strategic Population Health considerations.
2. **Membership**
	1. Full membership of the Committee shall include five non-executive directors of the NHS Board, who shall include the Board Chair and the Standing Committee Chairs.
	2. The Committee may include one co-opted member with non-voting rights.
3. **Quorum**
	1. – 4.7 [**Quorum**](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)

**5. Attendees**

[5.1 – 5.2](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx) **[Attendees](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)**

5.3 The Chief Executive, the Director of Planning and Performance and the Director of Technology (when appropriate) will attend the Committee.

5.5 The Committee may require relevant officers to attend at meetings, where specific advice and/or guidance is required on relevant topics.

* 1. The Committee may co-opt additional advisors as required.
1. **Private Member Meetings**

6.1 [**Private Member Meetings**](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)

1. **Frequency of Meetings**

7.1 The Committee shall normally meet four times per year, in advance of the
Board.

7.2 The Chair of the Committee, may within reason, convene additional meetings if they deem this necessary, in consultation with the relevant executive lead(s).

1. **Authority**

8.1 [**Authority**](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)

1. **Responsibilities and Duties**

9.1 Horizon scan so that the Board is kept informed of emerging policies, research, data, technical, clinical or other innovative developments, as might have a bearing on the organisation’s approach to development and delivery of its strategies and work.

9.2 Review and provide assurance on the development of the Board's Strategic Plan, the supporting Annual Delivery Plan and Transformation Plans and provide scrutiny of progress made in achieving outcomes and impact.

9.3 Receive assurance that the corporate governance processes have incorporated in-year Scottish Government commissions into the overall strategic work programme with specific focus on alignment with the Board's Strategy and the benefits realisation ambitions from these developments.

9.4 Ensure that systems and procedures are in place to monitor, manage and improve organisational performance reporting and this reporting includes evidence of impact and outcomes achieved.

9.5 Scrutinise the full quarterly Strategic Key Performance Indicator (SKPI) report prior to Board and the associated performance data relating to risk, delivery and finance, Best Value and efficiencies.

9.6 Monitor, seek evidence and give assurance on business continuity and organisational resilience, including emergency planning.

9.7 Seek assurance that health inequalities and social accountabilities is addressed across the NES business, including the development and monitoring of the Anchors Strategic Plan and any Population Health considerations.

9.8 Ensure compliance with statutory and regulatory requirements including, clinical and technical assurance and in line with lawful and ethical processing of patient identifiable data, cybersecurity, safety and user acceptability and as per policies and guidance from the Scottish Government and other organisations as appropriate. Noting that the Clinical and Care Assurance Sub-Group of the Education Quality Committee (EQC) will provide assurance to EQC in relation to educational clinical and technical assurance matters.

9.9 Scrutinise the quarterly complaints reports and the Annual Feedback Comments Concerns and Complaints Report in advance of Board.

9.10 Ensure that effective and coherent strategic engagement and communications is progressed with the relevant stakeholders particularly Scottish Government, NHS Boards, Integration Joint Boards, COSLA, third sector and suppliers to increase confidence in using digital ways of working.

9.11 Receive assurance that the NES Corporate Parenting action plan activities are progressing satisfactorily.

9.12 Delegate as appropriate any more detailed performance scrutiny to the relevant Committees.

9.13 Collaborate effectively and interact constructively with the governance structures of other external organisations as appropriate, as well as the across the internal Committee structures of NES.

9.14 Deal with any such matters as may be assigned to the Committee by the Board or other Standing Committee.  In particular the Audit and Risk Committee may assign activity related to Internal Audit Reports and the Board has assigned specific equality outcomes.

1. **Reporting Arrangements**

10.1 - 10.5 [**Reporting arrangements**](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)

1. **Review**

11.1 [**Review**](https://nes.scot.nhs.uk/media/y5cpi3ru/approved-board-generic-committee-tors-revised-2024.docx)

11.2 The Committee will undertake a self-assessment of their performance and effectiveness after every meeting and highlight any steps for further improvement to the way they conduct business.

1. **Conduct of Business**

12.1 As per the [**Board Standing Orders**](https://nes.scot.nhs.uk/media/yiwlsctm/approved-standing-orders-2025.docx)

Della Thomas, Board Secretary

NES

February 2025