



## NHS 24 BOARD MEETING

Date: Monday 26 August 2019

Time: 12:30

Venue: Scottish Health Service Centre (Cramond Room),  
Crewe Road South, Edinburgh, EH4 2LF

### AGENDA

#### PUBLIC SESSION

No	Item	Action	Lead
<b>LUNCH</b>			
1	<b>Welcome and Apologies</b>		Madeline Smith
2	<b>Declaration of Interests</b> To invite Board Members to declare interests in Agenda items	For assurance	Madeline Smith
3	<b>Minutes of Previous Meeting</b> To submit for approval the Minutes of 20 June 2019 Board meeting	For approval	Madeline Smith
4	<b>Matters Arising</b>	For approval	Madeline Smith
5	<b>Notes of Any Other Business</b>	For approval	Madeline Smith
6	<b>Chair's Report (v)</b>	For assurance	Madeline Smith
7	<b>Executive Report to the Board</b>	For assurance	Angiolina Foster
<b>8 QUALITY &amp; SAFETY</b>			
8.1	Patient Stories (v)	For assurance	Eddie Docherty
8.2	Major Incidents Mass Casualties National Plan for NHS Boards and HSCP 2019	For noting	Kevin McMahon
8.3	Service Quality Report	For assurance	Paula Speirs
8.4	Corporate Risk Register	For assurance	Kevin McMahon
<b>9 GOVERNANCE</b>			

9.1	Integrated Governance Group	For assurance	Paula Speirs
9.2	Committee TORs 2019/20	For assurance	Paula Speirs
9.3	NHS 24 Procurement Strategy	For approval	Damien Snedden
9.4	Assurance Map	For assurance	Paula Speirs

## **10 STRATEGIC PLANNING & DEVELOPMENT**

10.1	NHS Workforce Plan	For approval	David Miller
10.2	NHS Workforce Framework	For approval	David Miller
10.3	NHS 24 Strategy Review Approach	For assurance	Paula Speirs
10.4	Estates Update (v)	For assurance	Margo McGurk

## **11 PERFORMANCE**

11.1	Financial Performance Report	For assurance	Margo McGurk
11.2	Workforce Performance Report	For assurance	David Miller
11.3	Procurement Annual Report	For assurance	Damien Snedden

## **12 BOARD STANDING COMMITTEES**

12.1	Clinical Governance Committee <ul style="list-style-type: none"> <li>• Approved Minute (10 May 2019)</li> <li>• Highlight Report (19 August 2019)</li> </ul>	For assurance	Madeline Smith
12.2	Staff Governance Committee <ul style="list-style-type: none"> <li>• Approved Minute (16 May 2019)</li> <li>• Highlight Report (12 August 2019)</li> </ul>	For assurance	John Glennie
12.3	Audit and Risk Committee <ul style="list-style-type: none"> <li>• Approved Minute (30 May 2019)</li> <li>• Highlight Report (8 August 2019)</li> </ul>	For assurance	Martin Togneri Albert Tait
12.4	Planning and Performance Committee <ul style="list-style-type: none"> <li>• Approved Minute (15 May 2019)</li> <li>• Highlight Report (15 August 2019)</li> </ul>	For assurance	Mike McCormick

**13 Action Log** For approval Esther Robertson

**14 Any Other Business** Esther Robertson

**15 Date of Next Board Meeting:** Esther Robertson  
Thursday 3 October 2019,  
NHS 24, Clyde Contact Centre, Boardroom

**Date of Next Board Development Session:**  
Thursday 12<sup>th</sup> September 2019  
NHS 24, Clyde Contact Centre, Boardroom

Esther Robertson