

| Ref | SOURCE | ACTION AREA | ORIGINATION DATE | ACTION/RECOMMENDATION | UPDATE | RAG | LEAD | TARGET DATE | COMMENTS |
|-----|--------|---|------------------|---|--|-----|------------------|------------------|---|
| 583 | BOARD | 5 - National Board Collaborative Plan 2018/23 | 8 March 2018 | Present an update on the draft National Board Collaborative Discussion Document 2018/23 to the NHS 24 Board. | Update provided to 13 Dec Board and current version of document circulated to Board members. | | AF | 31 March 2019 | Board to confirm removal from action log. |
| 584 | BOARD | 6 - Progress Update - Service Delivery | 8 March 2018 | A session around 'Governance' to be included at a future Board Development Session. | Governance arrangements for the Board have been considered at a number of Board development sessions in 2018/19. This work will continue and report any agreed changes in the Corporate Governance Framework by 31 March 2019. | | MMcG | 31 March 2019 | |
| 622 | BOARD | 7 - Executive Report to the Board | 18 October 2018 | Committee Chairs to arrange a meeting to consider cross cutting issues and alignment. | Complete. Meeting arranged for 14 March 2019. | | COMMITTEE CHAIRS | 13 December 2018 | Board to confirm removal from action log. |
| 631 | BOARD | 3 - Advanced Paramedics in Primary Care | 13 December 2018 | Consideration to be given around combining NHS 24/SAS work with the Scottish Government around primary care response. | Links with SAS will be established if NHS 24's response to supporting new GMS contract is progressed. | | LH | 11 April 2019 | Board to confirm removal from action log. |
| 632 | BOARD | 7 - Chair's Report | 13 December 2018 | It was suggested that the patient story clip that was played at the Annual Review could be played at a future Board meeting or development session. | This will be shown at the March 2019 Board development session. | | PS | 11 April 2019 | |
| 633 | BOARD | 7 - Chair's Report | 13 December 2018 | Produce a poster for the NHS Scotland Event on the 'Get into Healthcare' programme. | A video has been compiled and will be played as part of the NHS 24 stand. | | IR | 11 April 2019 | Board to confirm removal from action log. |
| 634 | BOARD | 7 - Chair's Report | 13 December 2018 | Liaise with the Princess Trust to undertake a tracking exercise with the candidates to understand what career path they choose. If they are recruited with NHS 24, speak to candidates one year later to review the impact and if recruiting this way has any impact on retention. | Will be undertaken and tracked as part of youth employment work. | | IR | 11 April 2019 | Board to confirm removal from action log. |
| 635 | BOARD | 7 - Chair's Report | 13 December 2018 | Circulate the Princess Trust evaluation to Board members. | Complete. Circulated on 27 December 2018. | | PS | 14 February 2019 | Board to confirm removal from action log. |
| 636 | BOARD | 8 - Executive Report to the Board | 13 December 2018 | Mr Glennie/Ms Huckerby to discuss elective care and waiting times improvement outwith the Board meeting. | Meeting being arranged. | | LH | 14 February 2019 | Board to confirm removal from action log. |
| 637 | BOARD | 8 - Executive Report to the Board | 13 December 2018 | Ms Phillips/Mr Webb to liaise outwith the meeting with regard to a request on additional information on waiting times. | Meeting has been arranged for 20th February. | | SP | 14 February 2019 | Board to confirm removal from action log. |
| 638 | BOARD | 9.2 - Service Quality Report | 13 December 2018 | With regard to acronyms, it was agreed they should be written in full first use and thereafter the acronym should be used for all Board and Committee papers. | Ongoing | | EXECUTIVE TEAM | 14 February 2019 | Board to confirm removal from action log. |
| 639 | BOARD | 9.3 - Quality Framework | 13 December 2018 | It was agreed that following further review, the Quality Framework will be submitted to the Clinical Governance Committee in January 2019, and the NHS 24 Board in February 2019. In addition, an action plan to be produced and included within the updates to Committee and the NHS 24 Board. | It was presented to the Clinical Governance Committee agenda in January 2019 and due to be presented to the February 2019 Board. The action plan is in development, and will be available by Q4 2018-19. | | ED/LH | 14 February 2019 | Board to confirm removal from action log. |
| 640 | BOARD | 10.1 - Draft National Board Collaborative Discussion Document | 13 December 2018 | Circulate the latest version of the Draft National Board Collaboration Discussion Document to Board members/attendees. | Complete. Circulated on 4 January 2019. | | AF | 14 February 2019 | Board to confirm removal from action log. |
| 641 | BOARD | 12.1 - Audit & Risk Committee Meeting | 13 December 2018 | Amend the Audit and Risk 20 September 2018 minute around the accuracy of the discussion on medical devices. | Complete. | | LR | 14 February 2019 | Board to confirm removal from action log. |
| 642 | BOARD | 12.1 - Audit & Risk Committee Meeting | 13 December 2018 | Update the Highlight Report from 3 December 2018 at paragraph 2.1 in relation to The Alliance. | Complete. | | LH | 14 February 2019 | Board to confirm removal from action log. |
| 643 | BOARD | 12 - Action Log | 13 December 2018 | Undertake a self-assessment in relation to the Blueprint for Governance. | The survey should be available in February to Board members. The plan would be to complete this then review the output at the March Development session and prepare an action plan for submission to Scottish government by 31 March 2019. | | MMcG | 11 April 2019 | |