NHS 24	**12 DECEMBER 2019** **ITEM 13**
BOARD MEETING	**FOR APPROVAL**

BOARD ACTION LOG

The Board is asked to approve the update provided against each of the actions/matters arising or pending from previous meetings, as detailed in Appendix 1.

The Board is asked to confirm removal of actions marked for closure.

Executive Sponsor: **Chief Executive**
Lead Officer: **Board Executive Assistant**

1.   BACKGROUND

1.1   A log is maintained for all matters arising or pending from each of the previous meetings of the Board. No action is deleted from the listing until reported as complete to the Board and approved for removal.

2.   STATUS UPDATE

2.1   The attached appendix contains a status update against each of the matters arising or pending.

2.2   Actions are annotated in the status update as follows:

● Task completed – Board to confirm completion. On confirmation of completion these will be removed from listing.
● No identified risk to action target completion date
● Target completion date extended and rationale provided for movement
● Target completion date exceeded with further explanation required and/or to be provided at meeting

3.   RECOMMENDATION

3.1   The Board is asked to approve the update provided against each of the matters arising or pending from previous meetings.

3.2   The Board is asked to confirm the actions annotated have been completed.