

Ref	SOURCE	ACTION AREA	ORIGINATION DATE	ACTION/RECOMMENDATION	UPDATE	RAG LEAD	TARGET DATE	COMMENTS
728	Board	10.1: Property and Asset Management Strategy	27 February 2020	Mr Togneri asked for clarification on how Governance will be managed on the collaborated report. Ms Kane advised this has not yet been agreed however discussions are ongoing and the Board will be advised once it is confirmed.	There has been no further update from NSS in relation to the governance for the Collaborative PAMS. LK will continue to liaise with NSS and revert back once the governance route has been proposed or agreed. <u>Update October 2020:</u> Continued dialogue between NHS 24 and Health Facilities Scotland representative. No definitive received. This remains unclear. <u>Update December 2020:</u> Draft submission due to SG in December 2020 and will be presented at the February Planning & Performance Committee and then the Board. <u>Update February 2021:</u> In respect of the governance of the collaborative PAMS there has been nothing agreed. The document has gone to National Boards Director of Finance (DOFs) for comment but beyond that there is no confirmed governance process. <u>Update February 2021:</u> For the PAMS update due in December 2020, SG confirmed it was not necessary to provide an updated PAMS document at this time. NHS 24 have therefore not produced an updated version in line with all other National Health Boards.	LK	28 February 2021	Propose for closure as no further action required.
744	Board	9.3: Corporate Governance Framework - Model Standing Orders	18 June 2020	A review of Standing Orders has been completed to align with the Scottish Government New Model of Standing Orders. The Corporate Governance Framework will be updated to reflect the changes and will be reviewed by the Audit and Risk Committee.	This will be undertaken following further update from CGSG on Once for Scotland work. <u>Update October 2020:</u> No further update available. <u>Update December 2020:</u> Once for Scotland work has been delayed due to COVID. It is proposed to move this action date to 31/3/21. <u>Update February 2021:</u> With the ongoing delays to Once for Scotland work, it is proposed that will undertake a further review of the Corporate Governance Framework, reporting to Audit & Risk Committee in August 2021.	PS	30 August 2021	Awaiting further update from CGSG work.
746	Board	9.4: Whistleblowing Standards	18 June 2020	Ms Docherty confirmed the values of the organisation will be embedded within the Short Life Working Group. Update to be provided at a future Board meeting once the guidelines have been issued.	12.08.20 - Short life working group established, who have met twice to date. Report will be submitted to future meeting. <u>Update October 2020:</u> Short life working group has further met we are pulling together an action plan and we have had a brief from SG stating that the Once for Scotland is not progressing at the moment but will resume next Spring. We are preparing for our processes to be aligned with the standards. <u>Update December 2020:</u> Letter received from Cabinet Secretary 15 October 2020 advising Independent National Whistleblowing Officer (INWO) will be implemented with effect from 1st April 2021. https://www.parliament.scot/angiestest/20201015_Ltr_IN_Cabsec_to_Convener_on_INWO.pdf <u>Update February 2021</u> – Short Life Working Group reconvened to prepare Communication and Engagement Plan for implementation of standards including policy and training and development. Report to be submitted to the next Board meeting.	MD	22 April 2021	
750	Board	5. Notes of any other Business: Non-Exec Remuneration from HMRC	27 August 2020	Mr Togneri asked for an update on Non-Executive Remuneration from HMRC relating to Travel Expenses. Mr Gebbie is awaiting feedback from other Health Boards and will share and discuss at the National Directors of Finance Meeting.	Information just received paper will be prepared for Chair and Chief Exec before sharing with NXD. <u>Update December 2020:</u> Paper has been prepared and will be sent to NXD when finalised. <u>Update Feb 2021:</u> It was agreed with Chair and Chief Exec that, as a national board looking for representation from across the country, travel expenses shall be grossed up in line with the guidance. This is consistent with a number of Boards across the country and has been agreed with our payroll provider.	JG	25 February 2021	Propose for closure as no further action required.
765	Board	8.2: Service Quality Report	10 December 2020	Ms Smith suggested this report for a future Board Workshop.	This has been added to the workplan for 2021/22	YK	25 February 2021	Propose for closure as no further action required.

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766	Board	9.1 Corporate Risk Register	10 December 2020	It was suggested a cumulative risk and mitigation for this risk for the organisation to be included in the risk register. It was agreed to suggest some narrative for this in the first instance and then to seek support from Internal Audit for the development of the risk.	The issue of cumulative risk has been discussed at the Committees. NHS 24 have a range of operational processes and governance in place that supports the management of the concurrent risks on the corporate risk register. The Board development session in May will provide a further opportunity to discuss this in line with further strategic objectives and remobilisation plans.		LR	14 May 2021	
767	Board	9.6: Whistleblowing: Position Update	10 December 2020	Ms Smith extended an invitation to Ms Mallinson to attend the Clinical Governance Committee prior to the Standards being implemented.	Secreteriat for CGC informed of invitation by email on 21 January 2021. Complete		YK	25 February 2021	Propose for closure as no further action required.
768	Board	11.2: Quarterly Workforce Performance Report	10 December 2020	Mr Webb requested an update on Mandatory training and also on the remaining grievances from the shift review.	Update will be sent virtually to all Board Members.		LD	25 February 2021	Propose to close when complete.