Ref	SOURCE	ACTION AREA	ORIGINATION DATE	ACTION/RECOMMENDATION	UPDATE	RAG	LEAD	TARGET DATE	COMMENTS
Kei	SOURCE	ACTION AREA	ORIGINATION DATE	ACTION/RECOMMENDATION	OFDATE	NAG		TARGET DATE	COMMENTS
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. Update October 2020: No further update available. Update December 2020: Once for Scotland work has been delayed due to COVID. It is proposed to move this action date to 31/3/21. Light 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	19 August 2021	Awaiting further update from CGSG work.
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. UPDATE June 2021: The Board development session in May provided the opportunity to discuss the issue of concurrent risk. In line with the actions this will be taken to the Board EMT risk and opportunities group for the detail to be discussed.		LR	19 August 2021	17/6/21 Board requested to remain open until work completed.
770	Board	7. Executive Report to the Board	22 February 2021	The Health and Wellbeing Strategy is currently being developed and should be finalised by the end of March 2021. In response to a question from Ms Smith, Ms Davidson confirmed that responses and comments from staff surveys have helped to inform the Strategy. This will be presented at the next Board meeting.	Has not yet been presented to EMT and Governance Committees due to time constraints. Will be presented at the May Committees and then to the June Board meeting. UPDATE June 2021: Draft Health and Wellbeing Strategy will be presented at the Board meeting in August to allow for completion of actions discussed at Staff Governance Committee,.		LD	19 August 2021	
773	Board	7.1 Executive Report to the Board	22 April 2021	Although it is not yet final NHS 24 are working through the action plan in the interim. Ms Davidson agreed to share the Strategy with Board Members.	Complete Draft Stategy shared with the Board via email on 10 June 2021.		LD	17 June 2021	Propose for closure as no further action required.
774	Board	9.1 Corporate Risk Register	22 April 2021	The target timelines were discussed and it was suggested these be change to review timelines and to include specific end dates on mitigating actions and not the overall risks. Dr Ryan welcomed views from the Board, noting these will be reviewed and a response provided.	In line with discussions at the Committees immediate improvements have been identified. With an action plan to be provided to the Audit & risk committee.		LR	17 June 2021	Propose for closure as no further action required.
775	Board	9.3 Whistleblowing Standards Update	22 April 2021	Training is available for all Board members on the TURAS site and it was requested that all members complete the training prior to the May workshop.	Complete. Email circulated with details to complete the training.		All	17 June 2021	Propose for closure as no further action required.
776	Board	9.3 Whistleblowing Standards Update	22 April 2021	The Chair noted the International Whistleblowing Officer will be attending the Board Workshop in May and requested any suggestions on area of focus to be sent to Ms Kerr.	Complete		All	17 June 2021	Propose for closure as no further action required.
776	Board	9.5 Hospitality Register	22 April 2021	It was agreed the information in the Register would be updated to reflect the conversation.	Complete. Front cover updated 28/4/21		YK	17 June 2021	Propose for closure as no further action required.
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