

**NHS 24 BOARD MEETING
AGENDA**

For meeting to be held on Thursday 24 February 2022 at 10.00am
via Teams

INTRODUCTIONS, APPROVAL OF MINUTES, CHAIR AND EXECUTIVE REPORTS			
1		Welcome, Introductions & Apologies	VERBAL Chair
2		Declarations of Interest	For Assurance VERBAL Chair
3	1005	Minute of the meeting held Thursday 16 December 2021	For Approval Chair
4		Matters Arising	For Approval VERBAL Chair
5	1010	Notes on any Other Business	For Approval VERBAL Chair
6	1015	Chair's Report	For Assurance VERBAL Chair
7	1020	Executive Report to Board	For Assurance Chief Executive
8 QUALITY & SAFETY			
8.1	1030	Patient Stories	For Assurance VERBAL Maria Docherty Director of Nursing & Care
8.2	1040	Corporate Risk Register	For Assurance Dr Laura Ryan Medical Director
8.3	1050	Strategic Risk Register	For Assurance Dr Laura Ryan Medical Director
9 STRATEGIC PLANNING & DEVELOPMENT			
9.1	1110	Remobilisation Plan 4 Q3	For Assurance Steph Phillips Director of Service Delivery
9.2	1120	Strategic Planning Update	For Assurance Steph Phillips Director of Service Delivery
9.3	1130	Change Portfolio Update	For Assurance John Gebbie Director of Finance
10 PERFORMANCE			
10.1	1140	Corporate Performance Report	For Assurance Steph Phillips Director of Service Delivery
10.2	1150	Financial Performance Report	For Assurance John Gebbie Director of Finance
10.3	1200	Quarterly Workforce Performance Report	For Assurance Jacqui Hepburn Director of Workforce

11 BOARD STANDING COMMITTEES - RECEIPT OF MINUTES & HIGHLIGHT REPORTS

These are received to confirm to the Board that its sub-committees are continuing to meet their remits and are undertaking business on its behalf to the standard it expects. Items of particular note can be brought to the attention of the Board by the respective Committee Chairs

11.1	1210	Clinical Governance Committee • Approved Minute – 04.11.21 • Highlight Report – 07.02.22	For Assurance	Martin Togneri Chair CGC
11.2		Staff Governance Committee • Approved Minute – 11.11.21 • Highlight Report - 03.02.22	For Assurance	John Glennie Chair SGC
11.3		Audit and Risk Committee • Approved Minute – 01.11.21 • Highlight Report – 10.02.22	For Assurance	Carol Gillie Chair A&RC
11.4		Planning and Performance Committee • Approved Minute – 08.11.21 • Highlight Report – 14.02.22	For Assurance	Mike McCormick Chair P&PC
11.5		Integrated Governance Committee • Highlight Report – 30.11.21	For Assurance	Martin Cheyne Chair IGC

12 CORPORATE GOVERNANCE

12.1	1220	NHS 24 Corporate Governance Framework	For Assurance	VERBAL John Gebbie Director of Finance
12.2	1225	2022/23 Revised Board and Committee Meeting Schedule	For Approval	John Gebbie Director of Finance
12.3	1230	Committee Terms of Reference (ToRs)	For Approval	John Gebbie Director of Finance

13 BOARD ACTION LOG AND AOB

13.1	1235	NHS 24 Board Action Log	For Approval	Chair
13.2		AOB		VERBAL

DATES OF FUTURE MEETINGS

Thursday 28 April 2022 at 10am via Teams
Thursday 16 June 2022 at 10am via Teams