

**NHS 24 BOARD MEETING  
AGENDA**

For meeting to be held on Thursday 19 August 2021 *via* Teams

**INTRODUCTIONS, APPROVAL OF MINUTES, CHAIR AND EXECUTIVE REPORTS**

<b>1</b>		Welcome, Introductions & Apologies		<b>VERBAL (Chair)</b>
<b>2</b>		Declarations of Interest	For assurance	<b>VERBAL (Chair)</b>
<b>3</b>	1010-1020	Minute of the meeting held Thursday 17 June 2021	For approval	<b>BD (2021/22) 001 (Chair)</b>
<b>4</b>		Matters Arising	For approval	<b>VERBAL (Chair)</b>
<b>5</b>	1020-1030	Notes on any Other Business	For approval	<b>VERBAL (Chair)</b>
<b>6</b>	1030-1040	Chairs Report	For assurance	<b>VERBAL (Chair)</b>
<b>7</b>	1040-1050	Executive Report to Board	For assurance	<b>BD (2021/22) 002 (Chief Executive)</b>

**8 QUALITY & SAFETY**

<b>8.1</b>	1050-1100	Patient Stories	For assurance	<b>VERBAL (Andrew Moore/ Deputy Director of Nursing &amp; Care)</b>
<b>8.2</b>	1100-1105	Duty of Candour Annual Report	For approval	<b>BD (2021/22) 003 (Andrew Moore/ Deputy Director of Nursing &amp; Care)</b>
<b>8.3</b>	1105-1115	Corporate Risk Register	For assurance	<b>BD (2021/22) 004 (Mr Kevin McMahon Head of Risk &amp; Resilience)</b>
<b>8.4</b>	1115-1125	Strategic Risk Register	For approval	<b>BD (2021/22) 005 (Mr Kevin McMahon Head of Risk &amp; Resilience)</b>

## STRATEGIC PLANNING & DEVELOPMENT

<b>9.1</b>	1125-1135	Risk Appetite Statement	For approval	<b>BD (2021/22) 006</b> (Mr Kevin McMahon Head of Risk & Resilience)
<b>9.2</b>	1135-1140	NHS 24 Procurement Strategy	For approval	<b>BD (2021/22) 007</b> (John Gebbie/ Director of Finance)
<b>9.3</b>	1140-1150	2021/22 Finance Plan	For approval	<b>BD (2021/22) 008</b> (John Gebbie/ Director of Finance)
<b>9.4</b>	1150-1200	Progress Update on 2021/22 Remobilisation Plan	For assurance	<b>BD (2021/22) 009</b> (Paula Speirs/ Director of Strategy, Planning & Performance)
<b>9.5</b>	1200-1205	Change Portfolio Update	For assurance	<b>BD (2021/22) 010</b> (Paula Speirs/ Director of Strategy, Planning & Performance)
<b>9.6</b>	1205-1215	NHS 24 Health & Wellbeing Strategy	For approval	<b>BD (2021/22) 011</b> (Pauline Docherty/ Head of Employee Relations)

## 10

## PERFORMANCE

<b>10.1</b>	1215-1225	Corporate Performance Update	For assurance	<b>BD (2021/22) 012</b> (Paula Speirs/ Director of Strategy, Planning & Performance)
<b>10.2</b>	1225-1230	Workforce Performance Report	For assurance	<b>BD (2021/22) 013</b> (Pauline Docherty/ Head of Employee Relations)
<b>10.3</b>	1230-1235	Financial Performance Report	For assurance	<b>BD (2021/22) 014</b> (John Gebbie/ Director of Finance)

11 CORPORATE GOVERNANCE				
11.1	1235-1240	Approval of Extension to Internal Audit Contract	For approval	<b>BD (2021 22) 015</b> <b>(John Gebbie/ Director of Finance)</b>
11.2	1240-1250	Committee Terms of Reference (ToRs)	For approval	<b>BD (2021/22) 016</b> <b>(Chair)</b>
12 BOARD STANDING COMMITTEES- RECEIPT OF MINUTES & HIGHLIGHT REPORTS				
<i>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</i>				
12.1	1250-1300	Clinical Governance Committee <ul style="list-style-type: none"> <li>Approved Minute (13 May 2021)</li> <li>Highlight Report (12 August 2021)</li> </ul>	For assurance	<b>BD (2021/22) 017</b> <b>(Madeline Smith)</b>
12.2		Staff Governance Committee <ul style="list-style-type: none"> <li>Approved Minute (6 May 2021)</li> <li>Highlight Report (29 July 2021)</li> </ul>	For assurance	<b>BD (2021/22) 018</b> <b>(John Glennie)</b>
12.3		Audit & Risk Committee <ul style="list-style-type: none"> <li>Approved Minute (3 June 2021)</li> <li>Highlight Report (5 August (2021)</li> </ul>	For assurance	<b>BD (2021/22) 019</b> <b>(Albert Tait)</b>
12.4		Planning & Performance Committee <ul style="list-style-type: none"> <li>Approved Minute (7 May 2021)</li> <li>Highlight Report (9 August 2021)</li> </ul>	For assurance	<b>BD (2021/22) 020</b> <b>(Mike McCormick)</b>
13 BOARD ACTION LOG AND AOB				
13.1	1300-1305	NHS 24 Board Action Log	For approval	<b>BD (2021/22) 021</b> <b>(Chair)</b>
13.2	1305-1310	AOB		<b>VERBAL</b> <b>(Chair)</b>

#### DATES OF FUTURE MEETINGS

Thursday 21 October 2021 @ 0930am in Cardonald and via Teams  
Thursday 16 December 2021 @ 0930am in Cardonald and via Teams  
Thursday 24 February 2022 @ 0930am in Cardonald and via Teams