

Ref	Source	Subject	EMT Lead	Action	Proposed Completion Date	Status October 2022
744	NHS 24 Board	Corporate Governance Framework Model Standing Orders	J Gebbie	A review of the 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 & Risk Committee	08 December 2022	Not Complete: Update Mar 2022 - A paper was discussed at the February Board meeting and it was agreed that this work would be completed for November 2022 Audit and Risk Committee and presented to December 2022 Board meeting.
800	NHS 24 Board	Care Opinion Analysis	M Docherty	Explore analysis of Care Opinion data to demonstrate trends.	18 August 2022	Ongoing.
801	NHS 24 Board	Patient Story Videos	S Aspley	Explore potential to use video as method of providing patient story	18 August 2022	Ongoing.
803	NHS 24 Board	Duty of Candour Annual Report	M Docherty	Scope potential to benchmark data with other Boards and discuss with Clinical Governance Committee.	24 November 2022	CGC November meeting
804	NHS 24 Board	Procurement Strategy	Board Secretary	Discuss and agree allocation of Procurement Strategy remit to governance Committee at next Integrated Governance Committee meeting.	06 December 2022	To be discussed at Integrated Governance Committee Meeting of 6 December 2022, included on Workplan.
805	NHS 24 Board	Financial Performance Report	J Gebbie	Include appendix with table to outline actuals, budget and variance in future reports.	20 October 2022	Complete. Now included in the body of the report.
806	NHS 24 Board	Workforce Strategy	J Hepburn	Present Workforce Strategy to Board in October.	20 October 2022	Complete. On Workplan and Agenda for Board Meeting in October 2022.
807	NHS 24 Board	Board and Committee Composition	Board Secretary	Meet with Board Chair, Vice Chair and Board Secretary to discuss Board and Committee Composition.	20 October 2022	Complete. Meeting arranged 29.09.22.