

Ref	Source	Subject	EMT Lead	Action	Proposed Completion Date	Status October 2021
744	NHS 24 Board	Corporate Governance Framework- Model Standing Orders	P Speirs	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	16 December 2021	<b>Partially Complete</b> - Work to review and enhance the organisation's existing Corporate Governance Framework is ongoing. An initial draft version of this is planned to be presented at the meeting of the Audit & Risk Committee on 1 November 2021 before being presented to the Board on 16 December 2021. A internal session on Active Governance was delivered to Board members at the Workshop of 23 September. A fuller session, jointly facilitated by NES and SAS will be delivered to the Board 18 November 2021. We await further direction on the revised Blueprint for Governance.
776	NHS 24 Board	Corporate Risk Register	L Ryan	Secondary committee for Risk#4 to be alterned to Staff Governance Committee	21 October 2021	<b>Complete</b> - Risk RPND/038901 (Gaps in specific skills and capacity) has been updated as suggested. The secondary committee for this risk is now the Staff Governance Committee.
777	NHS 24 Board	Workforce Performance Report	P Docherty/ J Hepburn	Staff Governance Committee to scrutinise non-compliance with PDP requirements and propose recommendations for improvement to the Board.	16 December 2021	<b>Partially Complete</b> - HR welcomes further scrutiny on this matter and will attend Staff Governance on 11/11/21. Significant work continues to be undertaken in this area including online and face to face coaching and training sessions, regular communications via Team Talk/ODL&L Newsletter. As well as plans for adding to the Management Essentials Programme adding to Protected Learning Time.
778	NHS 24 Board	Clinical Governance Minutes and Highlights Report	P Speirs	Indicative findings and recommendations of Inequalities SLWG to be shared ith the Board	21 October 2021	<b>Complete</b> - The Board were provided with a high level overview of the SLWG's indivcative findings and recommendations at the Board Workshop of 23 September. The full report will be considered at the Board meeting of 21 October 2021.
779	NHS 24 Board	AOB- Structure and Format of Meetings	G Phillips/ Committee Chairs	Committee Chairs to consider future format and structure of Committee meetings	30 October 2021	<b>Complete</b> - The format of Board and Committee meetings was considered and discussed at the Board Workshop of 23 September 2021. It was agreed that these will continue to be held virtually.