

Ref	Source	Subject	EMT Lead	Action	Proposed Completion Date	Status April 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.
777	NHS 24 Board	Workforce Performance Report	J Hepburn	Staff Governance Committee to scrutinise non-compliance with PDP requirements and propose recommendations for improvement to the Board.	16 June 2022	Not Complete: The requirement to complete objectives and PDP was paused in November 2021 in line with service pressures. As part of the People Action Plan a key deliverable is to reinvigorate appraisal completion and a workshop and subsequent action plan has been completed. Recommendations for reinvigoration will be taken to staff governance in May 2022 at which time the requirements to complete all parts of appraisal will have recommenced.
792	NHS 24 Board	Chief Executives Update	M Docherty	Provide update to Clinical Governance Committee on the work of the Children and Young People Steering Group	16 June 2022	Complete: Update provided to Clinical Governance Committee 26.05.22.
793	NHS 24 Board	Chief Executives Update	J Hepburn	Update to Board on views of the Staff Governance Committee in respect of the revised Attendance Management Plan	16 June 2022	Complete: Update as part of Staff Governance Committee update to Board.
794	NHS 24 Board	Corporate Risk Register	Secretary	Session on Public Protection for future Board Workshop Session	16 June 2022	Complete: Included on Board Workshop Workplan for future session.
795	NHS 24 Board	Strategic Planning Update	S Aspley	Circulate links and invitation to Town Hall Sessions to Board Members.	16 June 2022	Complete: Town Hall sessions attended by Board members.
796	NHS 24 Board	Stakeholder Engagement	Secretary	Stakeholder Engagement Updates to be programmed into Board Workplan to coincide with PPF cycle of meetings	16 June 2022	Complete: Included on Board Workplan for future updates to coincide with PPF cycle.
797	NHS 24 Board	Quarterly Workforce Performance Report	J Hepburn	Undertake benchmarking of attrition rates for presentation to Staff Governance Committee	16 June 2022	Ongoing
798	NHS 24 Board	AOCB	S Aspley	Prepare briefing and circulate to Board members on 20th Anniversary Celebrations	16 June 2022	Complete: Information circulated to Board members on 27.05.22.