

**NHS 24
BOARD MEETING**

**18 JUNE 2020
ITEM 3
FOR APPROVAL**

**APPROVED MINUTES OF THE BOARD MEETING HELD
ON THURSDAY 14 MAY 2020**

Executive Sponsor:	Chief Executive
Lead Officer/Author:	Board Governance Officer
Action Required	The Board is asked to approve the minutes as an accurate record of the discussion at the meeting held on 14 May 2020.

1 Welcome & Apologies

Members

Dr Martin Cheyne	Chair
Ms Madeline Smith	Vice Chair (Teams)
Mr Martin Togneri	Non-Executive (Teams)
Mr Albert Tait	Non-Executive (Teams)
Mr John Glennie	Non-Executive (Teams)
Mr Mike McCormick	Non-Executive(Teams)
Mr Alan Webb	Non-Executive (Teams)
Ms Liz Mallinson	Non-Executive (Teams)
Ms Anne Gibson	Non-Executive (Teams)
Ms Angiolina Foster	Chief Executive
Dr Laura Ryan	Medical Director
Ms Maria Docherty	Director of Nursing & Care
Mr John Gebbie	Interim Director of Finance

In Attendance

Ms Steph Phillips	Director of Service Delivery
Ms Ann Marie Gallacher	Chief Information Officer
Ms Dorothy Wright	Interim Director of Workforce
Ms Lynne Huckerby	Director of Service Development
Ms Suzy Aspley	Head of Communications
Ms Paula Speirs	Associate Director of Planning & Performance (Teams)
Ms Yvonne Kerr	Board Governance Officer

Apologies

Mr Graham Revie	Non-Executive
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NHS 24 - GREEN

- 1.1 The Chair welcomed all to the meeting noting the apology above. The Chair formally welcomed Ms Anne Gibson, Non- Executive Director, Ms Maria Docherty, Director of Nursing & Care, Mr John Gebbie, Interim Director of Finance and Ms Dorothy Wright, Interim Director of Workforce to their first Board meeting.

It was noted NHS 24 held a Reserved meeting on 14 May 2020.

2 DECLARATION OF INTERESTS

- 2.1 Ms Smith and Mr Togneri's standing declaration as Non-Executive Board members at the Scottish Ambulance Service (SAS) was noted.

3 MINUTES OF PREVIOUS MEETING

- 3.1 The Board reviewed and advised an amendment to number 7, 2.3.4. The second sentence should be amended to read:

Dr Ryan confirmed that NHS 24 staff do not have direct contact with patients and are required to speak with the public over the telephone and therefore this would not be appropriate.

After the amendment the Board approved the minutes of the Board meeting held on 2 April 2020.

The Board reviewed the action log and advised action 732 is to remain open and agreed to confirm closure of all other actions recommended for closure.

4 COVID 19: RESPONSE FRAMEWORK

- 4.1 The Chief Executive introduced the paper, noting it was presented at the Extraordinary Meeting of the Clinical Governance Committee held on 29 April 2020.

Ms Smith noted a robust discussion of the report at the Extraordinary Clinical Governance Meeting and is content to endorse the paper for the Board.

The Board noted the Response Framework for assurance.

5 RAPID REVIEW OF STANDING ORDERS

- 5.1 Ms Speirs presented the review to the Board for assurance, noting the review was commissioned to ensure NHS 24 remain compliant in governance terms during the pandemic.

- 5.2 Following the agreed action at the April 2020 NHS 24 Board, a rapid review of the NHS 24 Standing Orders has been undertaken in order to identify whether any temporary amendments are required in the exceptional circumstances of the pandemic.

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- 5.3 Ms Speirs highlighted the need to record formally in the public minute if a Reserved session has been held.
- 5.4 Mr Glennie referred to the recommendation for section 7, 2.10 and 2.12 recommending delegated authority for approval from the Board to the Chair, Chief Executive and Director of Finance. Mr Glennie asked that any delegated decisions taken are reported back to the Board. Mr Togneri asked for clarity on this recommendation if scheduled Board meetings were still sitting. Ms Speirs clarified this is to ensure decision-making is not delayed if required urgently. Mr McCormick noted some decision-making may require further input and suggested virtual/electronic approval from Board members in these circumstances would be acceptable. **Ms Speirs**
- 5.5 Mr Togneri referred to the recommendation for section 4, 4.2.6. Mr Togneri asked that where possible, background papers presented to Executive Management Team could be shared with the Board. The Chair advised where formal paper was not available, background evidence will be available to support the decision-making process.
- 5.6 Ms Smith referred to the recommendation for section 4, 4.2.2. Ms Smith suggested some flexibility in the five day current practice for distribution of Board papers so as to ensure the Board are receiving the most up to date information. The Board agreed this approach and this will be incorporated into the amendments. **Ms Speirs**
- 5.7 It was agreed to review these amendments to Standing Orders every three months, in the current circumstances.
- 5.8 The Chair acknowledged the comments from Board members and suggested that after amendments have been made, the recommendations should be presented again to the next Board meeting for approval. **Ms Speirs**
- 5.9 The Board approved in principle the Review of Standing Orders subject to further amendments as noted.
- 6 DATE OF NEXT MEETING**
- 6.1 The Chair confirmed the next NHS 24 Board meeting is on Thursday 18 June 2020, Virtual/TBC