

NHS 24 OFFICIAL



NHS 24 BOARD MEETING  
AGENDA

For meeting to be held on Thursday 21 December 2023 at 10.00am  
MS Teams

<b>INTRODUCTIONS, APPROVAL OF MINUTES, CHAIR AND EXECUTIVE REPORTS</b>				
1	1000	Welcome, Introductions & Apologies		<b>VERBAL Chair</b>
2		Declarations of Interest	For Assurance	<b>VERBAL Chair</b>
3		Minute of the meeting held Thursday 26 October 2023	For Approval	<b>Chair</b>
4		Matters Arising	For Approval	<b>VERBAL Chair</b>
5		Notes on any Other Business	For Approval	<b>VERBAL Chair</b>
6		Chair's Report	For Assurance	<b>VERBAL Chair</b>
7		Executive Report to Board	For Assurance	<b>Chief Executive</b>
8	<b>QUALITY &amp; SAFETY</b>			
8.1	1020	Patient Stories	For Assurance	<b>VERBAL Maria Docherty Director of Nursing &amp; Care</b>
8.2		PPF and Youth Forum Update	For Assurance	<b>VERBAL Anne Gibson</b>
8.3		Corporate Risk Register	For Assurance	<b>Kevin McMahon Head of Risk and Resilience</b>
9	<b>STRATEGIC PLANNING &amp; DEVELOPMENT</b>			
9.1	1040	2024/2025 Planning Process	For Assurance	<b>Steph Phillips Director of Transformation Strategy, Planning &amp; Performance</b>
9.2		Climate Emergency and Sustainability	For Approval	<b>Laura Ryan Medical Director</b>
10	<b>PERFORMANCE</b>			
10.1	1100	Corporate Performance Report	For Assurance	<b>Steph Phillips Director of Transformation, Strategy, Planning and Performance</b>
10.2		Financial Performance Report	For Assurance	<b>John Gebbie Director of Finance</b>
10.3		Workforce Performance Report	For Assurance	<b>Jacqui Hepburn Director of Workforce</b>

<b>11 BOARD STANDING COMMITTEES - RECEIPT OF MINUTES &amp; HIGHLIGHT REPORTS</b>				
<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 note can be brought to the attention of the Board by the respective Committee Chairs</i>				
<b>11.1</b>	1130	Clinical Governance Committee <ul style="list-style-type: none"> <li>Approved Minute – 10.08.23</li> <li>Highlight Report – 16.11.23</li> </ul>	For Assurance	<b>Martin Togneri Chair CGC</b>
<b>11.2</b>		Staff Governance Committee <ul style="list-style-type: none"> <li>Approved Minute – 03.08.23</li> <li>Highlight Report – 09.11.23</li> </ul>	For Assurance	<b>Alan Webb Chair SGC</b>
<b>11.3</b>		Audit and Risk Committee <ul style="list-style-type: none"> <li>Approved Minute – 17.08.23</li> <li>Highlight Report – 30.11.23</li> </ul>	For Assurance	<b>Carol Gillie Chair A&amp;RC</b>
<b>11.4</b>		Planning and Performance Committee <ul style="list-style-type: none"> <li>Approved Minute – 14.08.23</li> <li>Highlight Report – 27.11.23</li> </ul>	For Assurance	<b>David Howe Chair P&amp;PC</b>
<b>11.5</b>		Integrated Governance Committee <ul style="list-style-type: none"> <li>Approved Minute – 27.06.23</li> <li>Highlight Report – 07.12.23</li> </ul>	For Assurance	<b>Martin Cheyne Chair IGC</b>
<b>12</b>	<b>GOVERNANCE</b>			
<b>12.1</b>	1140	Board and Committee Composition Update	For Approval	<b>Chair</b>
<b>12.2</b>		Board Good Governance Champion	For Approval	<b>Chair</b>
<b>12.3</b>		Board and Committee Schedule of Meetings 2024/25	For Approval	<b>Chair</b>
<b>13</b>	<b>BOARD ACTION LOG AND AOB</b>			
<b>13.1</b>	1145	NHS 24 Board Action Log	For Approval	<b>Chair</b>
<b>13.2</b>		AOB		<b>VERBAL</b>
	<b>DATES OF FUTURE MEETINGS</b>			
	Thursday 29 February 2024, 10am			