Ref	Source	Meeting Date	Subject	Lead	Action	Proposed Completion Date	Status	Ongoing	Closed
836	NHS 24 Board	21.12.23	Corporate Governance Framework	Mrs Mathew	Add Corporate Governance Framework to Board Workplan for presentation and approval by the Board in February 2024.	29 February 2024	Propose closure. Included in NHS 24 Board Workplan for Feburary 2024.		✓
837	NHS 24 Board	21.12.23	Draft Financial Plan 2024/25	Mr Gebbie	Present Draft Financial Plan 2024/25 to Planning and Performance Committee and Board meetings in February 2024.	29 February 2024	Propose closure. Included in Planning and Performance Committee and NHS 24 Board Workplans for February 2024 meetings.		✓
838	NHS 24 Board	21.12.23	Joint SAS/NHS24 Board	Mr Miller	Consider format of update to NHS 24 Board on 12-month anniversary of Joint SAS/NHS 24 Workshop Session	29 February 2024	Propose closure. Included in NHS 24 Board Workplan for update to Board in June 2024.		✓
839	NHS 24 Board	21.12.23	Public Partnership Forum and Youth Forum	Ms Phillips	Consider facilitation of a Joint Board Workshop session with Public Partnership Forum and Youth Forum and options to facilitate Public Partnership Forum and Youth Forum members to visit centres/teams.	29 February 2024	Propose closure. Session planned for Board Workshop in March 2024 and included on Board Workplan.		✓
840	NHS 24 Board	21.12.23	Corporate Risk Register New Format	Mr Gebbie/ Mr McMahon	Roll out new format of Corporate Risk Register as trialled at Clinical Governance Committee to all governance Committees in February 2024 cycle of meetings.	29 February 2024	Propose closure. New format presented at each Committee meeting during February 2024.		✓
841	NHS 24 Board	21.12.23	Director of Workforce/Workforce Strategy New Risk	Dr Hepburn/Mr Webb	Discuss new risk being developed regarding Director of Workforce post/Workforce Strategy at Staff Governance Committee meeting in February 2024.	29 February 2024	Propose closure. No longer relevant due to change in circumstances regarding Workforce Directorate.		✓
842	NHS 24 Board	21.12.23	Annual Delivery Plan	Ms Phillips	Present Annual Delivery Plan to Planning and Performance Committee and NHS 24 Board in February 2024 seeking approval to submit to SG.	29 February 2024	Propose closure. Included in Planning and Performance Committee and NHS 24 Board Workplans for February 2024 meetings.		✓
843	NHS 24 Board	21.12.23	CESP Quarter 4 Report	Dr Ryan	Include metrics tables in Quarter 4 Report.	29 February 2024	Propose closure. Final Report for Action Plan will be completed and presented to PPC and Board at end Q1.		✓
844	NHS 24 Board	21.12.23	Board and Committee Composition Update	Mrs Mathew	Correct error in Board and Committee Composition Update to include Ms Gibson as Vice Chair of Clinical Governance Committee.	29 February 2024	Complete. Propose closure.		✓
							TOTAL	0	9