

BOARD MEETING: 24 MARCH 2017

SCHEDULE OF BOARD BUSINESS 2017-18

Recommendation/action required:

The Board is asked to approve the enclosed Board Schedule of Business for the financial year 2017/18.

Author:

Sponsoring Director:

Jenny Kindness
Governance Manager

Gerald McLaughlin
Chief Executive

14 March 2017

SCHEDULE OF BOARD BUSINESS 2017-18

Purpose of Paper

1. This paper presents a Schedule of Board Business for 2017/18.

Background

2. The enclosed Schedule of Business updates the Board on the nature, frequency and timing of items to be considered by the Board in 2017/18.

Finance and Resource Implications

3. There are no specific finance and resource implications arising from this paper.

Staff Partnership

4. There are no partnership implications arising from this paper.

Communication and Engagement

5. There are no specific communication and engagement issues arising from this paper which are not addressed through other arrangements.

Corporate Risk

6. There are no specific corporate risks associated with this paper.

Promoting Fairness

7. There are no specific promoting fairness issues arising from this paper.

Sustainability and Environmental Management

8. There are no significant environmental impacts arising from this paper.

Action/ Recommendations

9. The Board is asked to approve the enclosed schedule of Board business for 2017/18.

**Jenny Kindness
Governance Manager
14 March 2017**

NHS HEALTH SCOTLAND

SCHEDULE OF BOARD BUSINESS 2017-18: PAPERS BY BOARD MEETINGS 2017/18

2017				2018	
19 May	22 June	29 September	24 November	16 February	23 March
Part III meeting	Annual Accounts 2016/17 (Part II)		Part III meeting		
Appointment of Vice Chair	Matters arising	Matters arising	Matters arising	Matters arising	Matters arising
Matters arising	Chair's Report	Chair's Report	Chair's Report	Chair's Report	Chair's Report
Chair's Report	Chief Executive's update	Chief Executive's update, including complaints return	Chief Executive's update, including complaints return	Chief Executive's update, including complaints return	Chief Executive's update, including complaints return
Chief Executive's update, including complaints return		Proposed dates for future Board/ Committee meetings	Delivery Plan: quarterly progress/outturn report (Q2)	Delivery Plan: quarterly progress/outturn report (Q3)	Schedule of Board Business 2018/19
Committee Annual Reports: <ul style="list-style-type: none"> • Audit • SGC • HGC 					
	Performance Impact Report: End of Year	Delivery Plan: quarterly progress/outturn report (Q1)			Draft Delivery Plan: LDP approval (90mins on agenda)
Delivery Plan:			Committee/Forum	Committee/Forum	Corporate

2017				2018	
19 May	22 June	29 September	24 November	16 February	23 March
quarterly progress/outturn report (Q4)			minutes, for homologation (HGC/SGC/AC/PF)	minutes, for homologation (HGC/SGC/AC/PF)	Objectives
Committee/Forum minutes, for homologation (HGC/SGC/AC/PF)	Committee/Forum minutes, for homologation (HGC/SGC/AC/PF)	Committee/Forum minutes, for homologation (HGC/SGC/AC/PF)	Healthy Working Lives Service Redesign: update		Board Standing Orders/Committee Terms of Reference
	Annual Risk Report	Board Development Plan – mid year review			Committee/Forum minutes, for homologation (HGC/SGC/AC/PF)
	Equality and Diversity annual outcomes report				Risk register 18/19 approval

2017/18 Board Seminar Dates

2017/18	Flexible Seminar Content
7 April	<ul style="list-style-type: none"> • Understanding Impact • Influencing Service Delivery
6 October	<ul style="list-style-type: none"> • Review of strategic direction in context of external environment • Informal Board Development
1 December	<ul style="list-style-type: none"> • Flexible
2 February	<ul style="list-style-type: none"> • Strategic Planning 2018/19 Delivery Plan