



HS Paper 27/17

BOARD MEETING: 29 September 2017

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PROPOSED DATES FOR BOARD, COMMITTEE AND DEVELOPMENT MEETINGS - 2018/19

Recommendation/action required:

The Board is asked to review and approve the proposed dates for Board, Committee and Development meetings in 2018/19

Author:

Sponsoring Director:

**Jenny Kindness
Governance Manager**

**Gerald McLaughlin
Chief Executive**

19 September 2017

PROPOSED DATES FOR BOARD, COMMITTEE AND DEVELOPMENT MEETINGS - 2018/19

Purpose of Paper

1. This paper sets out the proposed dates for Board, Committee and Development meetings in the next financial year, April 2018 to March 2019.

Background

2. Last year we responded to feedback from the Executive & Governance Team, CMT and the Board and more extensively reviewed the schedule of meetings for 2017/18. We made some changes to the scheduling to ensure Board and Remuneration Committee meetings were held on the same day and Health Governance Committee meetings moved to Thursdays.
3. The schedule of dates in the summer months was also revised, moving some dates from earlier in the year to September. This was to ensure a more even spread of Board and Committee business, particularly during the month of June. June Health Governance Committee, and August Audit Committee and Board were therefore rescheduled for September 2017, whilst continuing with the maintenance of a Board and Committee free July.
4. For 2018/19 we plan to retain the schedule of Friday meetings for next financial year, with the variation to a Thursday schedule for Health Governance Committee, and a Wednesday for the series of full day June meetings of the Board (part 1 and 2) and Audit Committee.
5. It is also proposed to maintain the schedule of 4 Board Seminars for 2018/19 (April, October, December and February) and add another date if required.

Finance and Resource Implications

6. All meetings are expected to be accommodated in internal meeting rooms. Where this is not possible, we will book external accommodation, which will incur a financial cost.

Partnership

7. Board and Committee dates are shared with staff through *the Source*, Health Scotland's intranet site and through communications from the

Executive and Governance Team using *Corporate Cascade*, the internal newsletter.

8. Staff are welcome to attend Board or Committee meetings.

Communications

9. Board and Committee meeting dates will be placed on *the Source*. Board meeting dates and Board agendas as they become available will be advertised in advance on the Health Scotland website www.healthscotland.com and papers published on the website after the Board meeting.

Risk

10. Meeting rooms in our office accommodation at Gyle Square, Edinburgh and Meridian Court, Glasgow are shared with the other NHS tenants, resulting in higher demand for large meeting rooms. We may therefore have less flexibility on the preferred location/venue of our Board and Committee meetings.
11. If meeting dates are not approved and diarised in good time it may be difficult to secure a quorum for a meeting.

Equality and Diversity

12. All meetings will be held in accessible venues. Members of the public attending Board meetings will be asked to notify NHS staff of any access requirements.

Sustainability and Environmental Management

13. Those attending Board and Committee meetings are encouraged to use sustainable transport methods.

Action/ Recommendations

14. The Board is asked to review and approve the proposed dates for Board, Committee and Development meetings in 2018/19.

Jenny Kindness
Governance Manager
19 September 2017

Proposed dates of Board/Committee/Development Meetings: 2018/19

| DATE | TIME | MEETING |
|---|-------------|-------------------------------------|
| | | 2018 |
| | | |
| JANUARY 2018 x 2 meetings | | |
| Thurs 25 | 10.30am | Partnership Forum |
| Tues 30 | 10.00am | CMT |
| FEBRUARY 2018 x 5 meetings | | |
| Fri 2 | 10.30am | Board Seminar |
| Fri 9 | 10.30am | Audit Committee |
| Fri 16 | 10.30am | Board |
| Fri 23 | 10.30am | Staff Governance Committee |
| Tues 27 | 10.00am | CMT |
| MARCH 2018 x 5 meetings | | |
| Thurs 1 | 10.30am | Health Governance Committee |
| Fri 16 | 10:30am | Joint SGC/Partnership Forum Seminar |
| Fri 23 | 10.30am | Board |
| Fri 23 | 2.00pm | Remuneration Committee |
| Tues 27 | 10.00am | CMT |
| APRIL 2018 x 4 meetings | | |
| Fri 13 | 10.30am | Board Seminar |
| Fri 20 | 10.30am | Audit Committee |
| Tues 24 | 10.00am | Joint CMT/Heads of Service |
| Thurs 26 | 10.30am | Partnership Forum |
| MAY 2018 x 6 meetings | | |
| Thurs 3 | 10.30am | Health Governance Committee |
| Fri 11 | 10.30am | Staff Governance Committee |
| Fri 18 | 10.30am | Board (Part 3) |
| Fri 18 | 11.00am | Board |

| DATE | TIME | MEETING |
|--|---------|---|
| | | 2018 |
| | | |
| Fri 18 | 2.30pm | Remuneration Committee |
| Tues 22 | 10.00am | CMT |
| JUNE 2018 x 7 meetings | | |
| Fri 8 | 10.30am | Audit Committee |
| Fri 8 | 12.30pm | Remuneration Committee |
| Wed 20 | 9.30am | Audit Committee |
| Wed 20 | 1.00pm | Board Part 2 (Adoption of Annual Accounts) |
| Wed 20 | 2.00pm | Board Part 1 |
| Tues 26 | 10.00am | CMT |
| Thurs 28 | 10.30am | Partnership Forum |
| JULY 2018 x 1 meeting | | |
| Tues 24 | 10.00am | Joint CMT/Heads of Service |
| AUGUST 2018 x 3 meetings | | |
| Fri 17 | 10.30am | Staff Governance Committee |
| Tues 21 | 10.30am | Partnership Forum Development Session |
| Tues 28 | 10.00am | CMT |
| SEPTEMBER 2018 x 4 meetings | | |
| Fri 7 | 10.30am | Audit Committee |
| Thurs 13 | 10.30am | Health Governance Committee |
| Tues 25 | 10.00am | CMT |
| Fri 28 | 10.30am | Board |
| OCTOBER 2018 x 4 meetings | | |
| Thurs 4 | 10.30am | Partnership Forum |
| Fri 5 | 10.30am | Board Seminar |
| Fri 19 | 10.30am | Staff Governance Committee |
| Tues 30 | 10.00am | CMT |
| NOVEMBER | | |

| DATE | TIME | MEETING |
|---------------------------------------|---------|-------------------------------------|
| | | 2018 |
| | | |
| 2018 x 6 meetings | | |
| Thurs 15 | 10.30am | Partnership Forum |
| Fri 16 | 10.30am | Audit Committee |
| Fri 23 | 10.30am | Board – Part 3 |
| Fri 23 | 11.00am | Board |
| Fri 23 | 2.30pm | Remuneration Committee |
| Tues 27 | 10.00am | CMT |
| DECEMBER 2018 x 4 meetings | | |
| Thurs 6 | 10.30am | Health Governance Committee |
| Fri 7 | 10:30am | Board Seminar |
| Fri 14 | 10.30am | Staff Governance Committee |
| Tues 18 | 10.00am | CMT |
| | | 2019 |
| JANUARY 2019 x 2 meetings | | |
| Thurs 24 | 10.30am | Partnership Forum |
| Tues 29 | 10.00am | CMT |
| FEBRUARY 2019 x 5 meetings | | |
| Fri 1 | 10.30am | Board Seminar |
| Fri 8 | 10.30am | Audit Committee |
| Fri 15 | 10.30am | Board |
| Fri 22 | 10.30am | Staff Governance Committee |
| Tues 26 | 10.00am | CMT |
| MARCH 2019 x 5 meetings | | |
| Thurs 7 | 10.30am | Health Governance Committee |
| Fri 15 | 10.30am | Joint SGC/Partnership Forum Seminar |
| Fri 22 | 10.30am | Board |

| DATE | TIME | MEETING |
|---------|---------|------------------------|
| | | 2018 |
| | | |
| Fri 22 | 2.00pm | Remuneration Committee |
| Tues 26 | 10.00am | CMT |