



HS Paper 29/15

**BOARD MEETING: 21 August 2015**

**PROPOSED DATES FOR FUTURE BOARD/ COMMITTEE MEETINGS**

**Recommendation/action required:**

The Board is asked to approve the proposed dates for Board and Committee meetings in 2016/17.

**Author:**

**Sponsoring Director:**

**Jenny Kindness & Marie Kerrigan  
Executive & Governance Team**

Gerald McLaughlin  
Chief Executive

**13 August 2015**

## **PROPOSED DATES FOR FUTURE BOARD/COMMITTEE MEETINGS**

### **Purpose of Paper**

1. This paper set out the proposed dates for Board and Committee meetings in the next financial year, April 2016 to March 2017.

### **Background**

2. The dates and times for Board/Committee meetings in 2016/17 follow a similar pattern to the 2015/16 dates and are now presented to Board for consideration and approval. January to March 2016 dates have been approved by Board and are given for information purposes.

### **Finance and Resource Implications**

3. Most meetings are expected to be accommodated in internal meeting rooms, where this is not possible we may need to book external accommodation, which will incur a financial cost.

### **Partnership**

4. Board and Committee dates are shared with staff through the intranet and communications from the Chief Executive's Office.

### **Communications**

5. Board and Committee meeting dates will be placed on *the Source*, Health Scotland's intranet site and Board meeting dates will be advertised on our website, [healthscotland.com](http://healthscotland.com).

### **Risk**

6. 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.
7. 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**

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

## **Sustainability and Environmental Management**

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

## **Action/ Recommendations**

10. The Board is asked to approve the proposed dates for Board and Committee meetings in 2016/17.

**Jenny Kindness**  
**Governance Manager**  
**13 August 2015**

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	Date: 13.08.15	Status:

## DRAFT DATES OF BOARD/COMMITTEE MEETINGS: 2016/17

DATE/TIME	MEETING	VENUE	
<b>2016</b>			
<b>January</b>			
15	10.30am	Health Governance Committee	Rm G1/2, Meridian Court
22	10.30am	Staff Governance Committee	Rm 23, Gyle Square
<b>February</b>			
3	10.30am	Audit Committee	Rm G1/G2, Meridian Court
5	10.30am	Board	Rm G1/G2, Meridian Court
19	10.30am	Board Seminar	Rm G1/2, Meridian Court
<b>March</b>			
4	10.30am	Health Governance Committee	Rm 6.5, Meridian Court
11	10.30am	Staff Governance Committee	Rm 5.5, Meridian Court
17	10.30am	Jnt Staff Gov.Comt/Partnership Forum	tbc
25	10.30am	Board	Brd Rm 1/2, Gyle Square
<b>April</b>			
15	10.30am	Board Seminar	Brd Rm 1/2, Gyle Square
22	10.30am	Audit Committee	Brd Rm 1/2, Gyle Square

<b>DATE/TIME</b>	<b>MEETING</b>	<b>VENUE</b>
<b>May</b>		
6	10.30am	Remuneration Committee
13	10.30am	Staff Governance Committee
27	10.30am	Board
		Rm 23, Gyle Square
		Rm 5.5 Meridian Court
		Rm1/2, Gyle Square
<b>June</b>		
8	10.30am	Audit Committee
22	9.30am	Remuneration Committee
22	11.30am	Audit Committee
22	1.00pm	Board Part 2 (Adoption of Annual Accounts)
		Board Part 1
24	10.30am	Health Governance Committee
		Rm G1/2, Meridian Court
		Rm G1/2, Meridian Court
		Rm G1/2, Meridian Court
		Rm G1/2, Meridian Court
		Rm 23, Gyle Square
<b>August</b>		
19	10.30am	Board
26	10.30am	Audit Committee
		tbc
		tbc
<b>September</b>		
16	10.30am	Staff Governance Committee
		tbc
<b>October</b>		
7	10.30am	Board Seminar
14	10.30am	Health Governance Committee
26	10.30am	Audit Committee
		tbc
		tbc
		tbc

<b>DATE/TIME</b>	<b>MEETING</b>	<b>VENUE</b>
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**November**

11	10.30am	Staff Governance Committee	tbc
11	1.30pm	Remuneration Committee	tbc
25	10.30am	Board	tbc

**December**

2	10.30am	Board Seminar	tbc
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**January 2017**

13	10.30am	Health Governance Committee	tbc
27	10.30am	Staff Governance Committee	tbc

**February**

1	10.30am	Audit Committee	tbc
3	10.30am	Board	tbc
17	10.30am	Board Seminar	tbc

**March**

3	10.30am	Health Governance Committee	tbc
10	10.30am	Remuneration Committee	tbc
17	10.30am	Jnt Staff Governance Committee/ Partnership Forum.	tbc
24	10.30am	Board	tbc

**Jenny Kindness  
Governance Manager  
13 August 2015**