

**BOARD MEETING: 26 August 2016**

**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 2017/18.

**Author:**

**Sponsoring Director:**

**Jenny Kindness**  
**Governance Manager**

Gerald McLaughlin  
Chief Executive

**15 August 2016**

## **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 2017 to March 2018.

### **Background**

2. The dates and times for Board/Committee meetings in 2017/18 have been reviewed at Corporate Management Team (CMT) and are now presented to the Board for consideration and approval. January to March 2017 dates have previously been approved by the Board and are given for information purposes.
3. The schedule of dates in the summer months was considered. For 2017/18 it is proposed that some dates will move from earlier in the year to September. This is to try to ensure a more even spread of Board and Committee business particularly during the month of June, which has in the past been a busy month. June Health Governance Committee and August Audit Committee and Board have been scheduled for September 2017, whilst continuing with the maintenance of a Board and Committee free July.
4. The pattern of Friday meetings has been retained with a variation to a Thursday schedule for Health Governance Committee from 1 April 2017 onwards; a Wednesday or Friday schedule for Audit Committee and a Thursday for the series of full day June meetings of the Board (part 1 and 2) Audit and Remuneration Committee (avoiding the NHS Conference taking place that week).
5. A series of 4 Board Seminars are usually scheduled. However for 2015/16 an additional Seminar took place in August 2015. For 2016/17 an additional Seminar was also scheduled in August 2016 with the December 2016 Board Seminar now being used for the purposes of Board Development. It is proposed to maintain the schedule of 4 Board Seminars for 2017/18 and add another date if business needs necessitate this.

### **Finance and Resource Implications**

6. Most 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**

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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 encouraged and 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](http://www.healthscotland.com) and papers published on the website after the Board meeting.
10. A member of the Communications Team tweets "live" from Board meetings.

### **Risk**

11. 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.
12. 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**

13. 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**

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

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## **Action/ Recommendations**

15. The Board is asked to approve the proposed dates for Board and Committee meetings in 2017/18.

**Jenny Kindness**  
**Governance Manager**  
**15 August 2016**

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**Proposed dates of Board/Committee Meetings: 2017/18**

DATE/TIME	MEETING	VENUE
<b>2017</b>		
<b>January 2017</b>		
13 10.30am	Health Governance Committee	Rm 17, Gyle Square
<b>February 2017</b>		
1 10.30am	Audit Committee	Board room 1/2, Gyle Square
3 10.30am	Board Seminar	Rm G1/2, Meridian Court
17 10.30am	Board	Board room 1/2, Gyle Square
23 10.30am	Staff Governance Committee	Room 5.5, Meridian Court
<b>March 2017</b>		
3 10.30am	Health Governance Committee	Room 5.5, Meridian Court
10 10.30am	Remuneration Committee	Rm 23, Gyle Square
17 10:30am	Joint SGC/Partnership Forum	Rm G1/2, Meridian Court
24 10.30am	Board	Rm G1/2, Meridian Court
<b>April 2017</b>		
7 10.30am	Board Seminar	External venue, tbc
21 10.30am	Audit Committee	Room 5.5, Meridian Court
<b>May 2017</b>		
4 10.30am	Health Governance Committee	Room 6.5, Meridian Court
5 10.30am	Remuneration Committee	Room 6.5, Meridian Court
12 10.30am	Staff Governance Committee	Room 19, Gyle Square
19 10.30am	Board	Board room 1/2, Gyle Square

DATE/TIME	MEETING	VENUE
<b>June 2017</b>		
7 10.30am	Audit Committee	Room 6.5, Meridian Court
22 9.30am	Audit Committee	Rm 1/2, Gyle Square
22 11.30am	Remuneration Committee	Room 20, Gyle Square
22 1.00pm	Board Part 2 (Adoption of Annual Accounts)	Rm 1/2, Gyle Square
2.00 pm	Board Part 1	Rm 1/2, Gyle Square
<b>July 2017</b>		
<b>August 2017</b>		
11 10.30am	Staff Governance	Rm 5.5, Meridian Court
<b>September 2017</b>		
8 10.30 am	Audit Committee	TBC
12 10.30 am	Health Governance Committee	TBC
29 10.30am	Board	TBC
<b>October 2017</b>		
6 10.30am	Board Seminar	External venue, TBC
20 10.30am	Staff Governance Committee	TBC
<b>November 2017</b>		
10 10.30 am	Remuneration Committee	TBC
15 10.30 am	Audit Committee	TBC
24 10.30am	Board	TBC
<b>December 2017</b>		
7 10.30am	Health Governance Committee	TBC
8 10.30am	Board Seminar	TBC
15 10.30am	Staff Governance Committee	TBC
<b>January 2018</b>		

DATE/TIME	MEETING	VENUE
<b>February 2018</b>		
2        10.30am	Board Seminar	TBC
7        10.30am	Audit Committee	TBC
16       10.30am	Board	TBC
22       10.30am	Staff Governance Committee	TBC
<b>March 2018</b>		
1        10.30am	Health Governance Committee	TBC
9        10.30pm	Remuneration Committee	TBC
16       10:30am	Joint SGC/Partnership Forum	TBC
23       10.30am	Board	TBC

**Jenny Kindness**  
**Governance Manager**  
**12 August 2016**