

<p><b>NHS 24 BOARD MEETING</b></p> <p style="text-align: right;"><b>02 MARCH 2023 ITEM NO 11.2 FOR APPROVAL</b></p> <p style="text-align: center;"><b>NHS BOARD AND COMMITTEE SCHEDULE OF MEETINGS 2023/24</b></p>	
<b>Executive Sponsor:</b>	Director of Finance
<b>Lead Officer/Author:</b>	Board Secretary
<b>Action Required</b>	The Board is asked to approve the Board and Committee Schedule of Meetings for 2023/24.
<b>Key Points for this Committee to consider</b>	Following consultation with the Board Chair and the Chairs of the respective Committees, the attached Schedule of Meetings for 2023/24 is presented to the Board for approval.
<b>Governance process</b>	The Chairs and secretariat support for the Board and each of the Standing Committees have been consulted on the proposed dates.
<b>Strategic alignment and link to overarching NHS Scotland priorities and strategies</b>	This paper wholly aligns with NHS 24's overarching objective of continuous development and delivery of high quality and accessible services. By ensuring that the organisation has in place robust, effective and compliant governance arrangements, Board members will be able to discharge their responsibilities accordingly and the reputation of both the organisation and broader sector will be safeguarded.
<b>Key Risks</b>	There are no risks associated with this paper.
<b>Financial Implications</b>	There are no financial implications associated with this paper.
<b>Equality and Diversity</b>	The NHS 24 Board ensures that all activities have been impact assessed and supports NHS 24 to meet its duties with regard to equality and patient engagement.

**1. RECOMMENDATION**

1.1 The Board is asked to approve the Board and Committee Schedule of Meetings for 2023/24.

Following feedback regarding the cycle of Board and Committees, consideration has been given to the timing of meetings throughout the year therefore the amendments below have been incorporated to the schedule for 2023/24 in an effort to address these:

- Board Meetings will take place on the last Thursday of the month, with the exception of:
  - The June Board meeting, which will take place on the 22 June 2023 due to the requirement to submit the Annual Report and Accounts 2022/23 by 30 June 2023.
  - The December Board meeting, which will take place on the 21 December 2023 due to the festive period.
  
- Audit and Risk Committee meetings will take place two weeks before the Board Meetings, to allow sufficient time to make any recommended adjustments to papers presented to the Audit and Risk Committee, prior to their presentation to Board.

**NHS 24 BOARD  
BOARD AND COMMITTEE DATES 2023/24**

**NHS 24 BOARD  
10.00am - 1.30pm**

<b>NHS 24 BOARD Chair: Dr Martin Cheyne Lead Executive: Jim Miller Lead Officer: John Gebbie Secretariat Support: Geraldine Mathew</b>	<b>Paper Submission Deadline</b>
27 April 2023	17 April 2023
25 May 2023*	15 May 2023
22 June 2023	12 June 2023
31 August 2023	21 August 2023
26 October 2023	16 October 2023
21 December 2023	11 December 2023
29 February 2024	19 February 2024

*\* Additional Extraordinary meeting of the NHS 24 Board to discuss ADP. Previously Board Workshop Session date.*

**NHS 24 BOARD WORKSHOPS  
10:00am - 1:30pm**

<b>NHS 24 BOARD WORKSHOPS Chair: Dr Martin Cheyne Lead Executive: Jim Miller Lead Officer: John Gebbie Secretariat Support: Geraldine Mathew</b>	<b>Paper Submission Deadline</b>
28 September 2023	18 September 2023
23 November 2023	13 November 2023
25 January 2024	15 January 2024
28 March 2024	18 March 2024

**AUDIT & RISK COMMITTEE  
10:00am - 12:00pm**

<b>AUDIT &amp; RISK COMMITTEE Chair: Carol Gillies Vice Chair: Marieke Dwarshuis Lead Executive: John Gebbie Lead Officer: Damien Snedden Secretariat Support: Yvonne Kerr</b>	<b>Paper Submission Deadline</b>
08 June 2023	29 May 2023
17 August 2023	07 August 2023
30 November 2023	20 November 2023
15 February 2024	05 February 2024

**NHS 24 OFFICIAL**

**PLANNING & PERFORMANCE COMMITTEE**

**10:00am - 12:00pm**

<b>PLANNING &amp; PERFORMANCE COMMITTEE</b> <b>Chair: Mike McCormick</b> <b>Lead Executive: Stephanie Phillips</b> <b>Lead Officer: Stephanie Phillips</b> <b>Secretariat Support: Tracy McMillan</b>	<b>Paper Submission Deadline</b>
23 May 2023	12 May 2023
14 August 2023	04 August 2023
27 November 2023	17 November 2023
12 February 2024	02 February 2024

**CLINICAL GOVERNANCE COMMITTEE**

**10:00am - 1:00pm**

<b>CLINICAL GOVERNANCE COMMITTEE</b> <b>Chair: Martin Togneri</b> <b>Lead Executive: Maria Docherty</b> <b>Lead Officer: Andrew Moore</b> <b>Secretariat Support: Kay Carmichael</b>	<b>Paper Submission Deadline</b>
01 June 2023	22 May 2023
10 August 2023	31 July 2023
16 November 2023	06 November 2023
08 February 2024	29 January 2024

**STAFF GOVERNANCE COMMITTEE**

**10:00am - 12:00pm**

<b>STAFF GOVERNANCE COMMITTEE</b> <b>Chair: Alan Webb</b> <b>Vice Chair: Kenny Woods</b> <b>Lead Executive: Jacqui Hepburn</b> <b>Secretariat Support: Chantal Robinson</b>	<b>Paper Submission Deadline</b>
18 May 2023	08 May 2023
03 August 2023	24 July 2023
09 November 2023	30 October 2023
05 February 2024	26 January 2024

**INTEGRATED GOVERNANCE COMMITTEE**

**10:00am - 12:00pm**

<b>INTEGRATED GOVERNANCE COMMITTEE</b> <b>Chair: Dr Martin Cheyne</b> <b>Lead Executive: Jim Miller</b> <b>Lead Officer: John Gebbie</b> <b>Secretariat Support: Geraldine Mathew</b>	<b>Paper Submission Deadline</b>
27 June 2023	16 June 2023
07 December 2023	27 November 2023

**RENUNERATION COMMITTEE**  
**10:00am - 12:00pm**

<b>REMUNERATION COMMITTEE</b> <b>Chair: Liz Mallinson</b> <b>Lead Executive: Jim Miller</b> <b>Lead Officer: Jacqui Hepburn</b> <b>Secretariat Support: Chantal Robinson</b>	<b>Paper Submission Deadline</b>
29 June 2023	19 June 2023
20 November 2023	10 November 2023