

BOARD PUBLIC MEETINGS

NHS 24 Annual Planning Timeline		ACTUAL	SCHEDULED					Comments
Board Standing Items	Lead	28/04/2022	16/06/2022	18/08/2022	20/10/2022	08/12/2022	02/03/2023	
Executive Report to the Board	Board Secretariat							
Corporate Risk Register	Kevin McMahon							
Strategic Risk Register	Kevin McMahon							Align to RMP/Strategic Framework twice a year
Corporate Performance Report	Steph Phillips (Interim)							
Workforce Performance Report (Quarterly)	Jacqui Hepburn							
Financial Performance Report (Financial Assurance)	John Gebbie							
Strategic Planning Update	Steph Phillips (Interim)							Will be determined by Strategy updates
Change Porfolio Update	John Gebbie							Every meeting from 2022
Patient Stories (verbal)	Maria Docherty							

Additional Board Items	Lead	28/04/2022	16/06/2022	18/08/2022	20/10/2022	08/12/2022	02/03/2023	Comments
Terms of Reference - All Committees or iBoard and Standing Committee Dates	Committee Secretariat							Committees May/June - IGC June - Board August
Board and Standing Committee Workplans	Board Secretariat						2023/24	Committees Nov - December Final Approval March Board
Board and Committee Composition	Board Secretariat	2022/23 at 1st April 2022					2023/24	Committees Nov - proposed to December IGC
Gifts and Hospitality Register	Board Secretariat							Annual - update to go following DoSPP appointment and portfolio review
Register of Interests	Board Secretariat							Annual
Standing Committees Approved Minutes and Highlight Reports	Committee Secretariat							
Corporate Governance Framework	John Gebbie (Interim)							
Annual Review Update	Steph Phillips (Interim)							P&P Primary Committee
Annual Board Effectiveness Review	Board Secretariat							
Stakeholder Engagement	Jacqui Hepburn (Interim)							
RMP 4 Q4	Steph Phillips (Interim)							
Communications Delivery Plan & Annual Report	Suzu Aspley							SGC Primary Committee - then to CGC
Procurement Strategy	Damien Snedden							P&P Primary Committee
Procurement Review	Damien Snedden							P&P Primary Committee
Equality Mainstream Report	Davie Morrison	BIENNIAL DUE APRIL 2023						CGC - Every 2nd year - to April 2023 Board
PPF Annual Report	Davie Morrison							CGC - Once a year - June Board meeting
Whistleblowing Update	Maria Docherty							CGC - Primary Committee - SGC Secondary
Duty of Candour Annual Report	Maria Docherty							CGC Primary Committee
Business Continuity Annual Report	Kevin McMahon							CGC Primary Committee
NHS in Scotland 2020/21 report	John Gebbie							ARC Primary Committee
Risk Management Strategy	Kevin McMahon							ARC Primary Committee
Risk Management Framework	Kevin McMahon							ARC Primary Committee
Risk Apettite	Kevin McMahon							ARC Primary Committee