

<p>NHS 24 BOARD MEETING</p> <p style="text-align: right;">21 DECEMBER 2023 ITEM NO 12.3 FOR APPROVAL</p> <p style="text-align: center;">NHS 24 BOARD AND COMMITTEE SCHEDULE OF MEETINGS 2024/25</p>	
Executive Sponsor:	John Gebbie, Director of Finance
Lead Officer/Author:	Geraldine Mathew, Board Secretary
Action Required	The Integrated Governance Committee is asked to review and endorse approval by the NHS 24 Board of the Board and Committee Schedule of Meetings for 2024/25.
Key Points for this Committee to consider	Following consultation with the Board Chair and the Chairs of the respective Committees, the attached Schedule of Meetings for 2024/25 is presented for review.
Governance process	The Chairs and secretariat support for the Board and each of the Standing Committees have been consulted on the proposed dates.
Strategic alignment and link to overarching NHS Scotland priorities and strategies	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.
Key Risks	There are no risks associated with this paper.
Financial Implications	There are no financial implications associated with this paper.
Equality and Diversity	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 Integrated Governance Committee is asked to review and endorse approval by the NHS 24 Board, the Board and Committee Schedule of Meetings for 2024/25.

There are no significant alterations to the cycle, which has been based on 2023/24 schedule of meetings for Board and Committees.

**NHS 24 BOARD
BOARD AND COMMITTEE DATES 2024/25**

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

NHS 24 BOARD Chair: Dr Martin Cheyne Lead Executive: Jim Miller Lead Officer: John Gebbie Secretariat Support: Geraldine Mathew	Paper Submission Deadline
25 April 2024	15 April 2024
20 June 2024	10 June 2024
29 August 2024	19 August 2024
31 October 2024	21 October 2024
19 December 2024	9 December 2024
27 February 2025	17 February 2025

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

NHS 24 BOARD WORKSHOPS Chair: Dr Martin Cheyne Lead Executive: Jim Miller Lead Officer: John Gebbie Secretariat Support: Geraldine Mathew	Paper Submission Deadline
30 May 2024	20 May 2024
26 September 2024	16 September 2024
28 November 2024	18 November 2024
30 January 2025	20 January 2025
27 March 2025	17 March 2025

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

AUDIT & RISK COMMITTEE Chair: Carol Gillies Vice Chair: Marieke Dwarshuis Lead Executive: John Gebbie Lead Officer: Damien Snedden Secretariat Support: Yvonne Kerr	Paper Submission Deadline
6 June 2024	27 May 2024
15 August 2024	8 August 2024
21 November 2024	11 November 2024
13 February 2025	3 February 2024

NHS 24 OFFICIAL

PLANNING & PERFORMANCE COMMITTEE

10:00am - 12:00pm

PLANNING & PERFORMANCE COMMITTEE Chair: David Howe Lead Executive: Stephanie Phillips Lead Officer: Stephanie Phillips Secretariat Support: Tracy McMillan	Paper Submission Deadline
16 May 2024	6 May 2024
8 August 2024	29 July 2024
11 November 2024	31 October 2024
10 February 2025	29 January 2025

CLINICAL GOVERNANCE COMMITTEE

10:00am - 1:00pm

CLINICAL GOVERNANCE COMMITTEE Chair: Martin Togneri Lead Executive: Maria Docherty Lead Officer: Andrew Moore Secretariat Support: Kay Carmichael	Paper Submission Deadline
23 May 2024	16 May 2024
6 August 2024	25 July 2024
7 November 2024	28 October 2024
6 February 2025	27 January 2025

STAFF GOVERNANCE COMMITTEE

10:00am - 12:00pm

STAFF GOVERNANCE COMMITTEE Chair: Alan Webb Vice Chair: Kenny Woods Lead Executive: Jacqui Hepburn Secretariat Support: Chantal Robinson	Paper Submission Deadline
9 May 2024	29 April 2024
1 August 2024	22 July 2024
4 November 2024	23 October 2024
4 February 2025	23 January 2025

INTEGRATED GOVERNANCE COMMITTEE

10:00am - 12:00pm

INTEGRATED GOVERNANCE COMMITTEE Chair: Dr Martin Cheyne Lead Executive: Jim Miller Lead Officer: John Gebbie Secretariat Support: Geraldine Mathew	Paper Submission Deadline
25 June 2024	13 June 2024
5 December 2024	25 November 2024

NHS 24 OFFICIAL

RENUMERATION COMMITTEE

10:00am - 12:00pm

REMUNERATION COMMITTEE Chair: Liz Mallinson Lead Executive: Jim Miller Lead Officer: Jacqui Hepburn Secretariat Support: Chantal Robinson	Paper Submission Deadline
27 June 2024	17 June 2024
25 November 2024	13 November 2024