

**NHS 24
BOARD MEETING
19 DECEMBER 2024
ITEM NO 12.2
FOR APPROVAL**

NHS 24 BOARD AND COMMITTEE SCHEDULE OF MEETINGS 2025/26

Executive Sponsor:

John Gebbie, Director of Finance

Lead Officer/Author:

Geraldine Mathew, Board Secretary

Action Required:

The NHS 24 Board is asked to review and approve the NHS 24 Board and Committee Schedule of Meetings for 2025/26, noting that there are no significant alterations to the cycle, which has been based on 2024/25 schedule of meetings for Board and Committees.

Key Points for the Board/Committee to consider:

Following consultation with the Board Chair, Chairs of Committees, the attached Schedule of Meetings for 2025/26 is presented for review and approval.

Governance process:

Individual Committee Schedule of Meetings have been presented to Committees for approval during the November cycle.

The Board and Committee Schedule of Meetings for 2025/26 have been reviewed and endorsed by the Integrated Governance Committee at its meeting on 5 December 2024.

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.

Strategic alignment and link to Corporate Delivery Plan activity:

The NHS 24 Board and Committee Schedule of Meetings for 2025/26 ensures that key milestones and deliverables outlined in the Corporate Delivery Plan are supported by timely Committee meetings, facilitating effective oversight and decision-making.

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 NHS 24 Board is asked to review and approve the NHS 24 Board and Committee Schedule of Meetings for 2025/26.

2. TIMING

- 2.1 There are no significant alterations to the cycle, which has been based on 2024/25 schedule of meetings for Board and Committees.

3. BACKGROUND

- 3.1 Preparation of a schedule of meetings is essential in ensuring that meetings are planned in advance, allowing for effective governance, timely decision making, and alignment with key business needs and statutory requirements.

4. ENGAGEMENT

- 4.1 The Board Chair, Committee Chairs, Executive Leads, Committee Secretariat, and the Board Secretary have been engaged with this process.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications associated with this process.

6. MEASURABLE BENEFITS

- 6.1 Establishing a schedule of meetings ensures that all stakeholders are aware of key dates well in advance promoting better preparation and participation. It enhances the efficiency of governance processes and supports timely decision making by ensuring that all necessary discussions and approvals are conducted systematically.

7. NEXT STEPS

- 7.1 Once approved, all relevant stakeholders will be informed of the approved dates and the necessary arrangements made to facilitate the meetings.

**NHS 24 BOARD
BOARD AND COMMITTEE DATES 2025/26**

**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
Thursday 24 April 2025	15 April 2025
Thursday 19 June 2025	9 June 2025
Thursday 28 August 2025	18 August 2025
Thursday 30 October 2025	21 October 2025
Thursday 18 December 2025	8 December 2025
Thursday 26 February 2026	17 February 2026

**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
Thursday 29 May 2025	20 May 2025
Thursday 25 September 2025	16 September 2025
Thursday 27 November 2025	18 November 2025
Thursday 29 January 2026	20 January 2026
Thursday 26 March 2026	17 March 2026

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

AUDIT & RISK COMMITTEE Chair: Carol Gillies Vice Chair: Amina Khan Lead Executive: John Gebbie Lead Officer: Damien Snedden Secretariat Support: Yvonne Kerr	Paper Submission Deadline
Thursday 5 June 2025	26 May 2025
Thursday 14 August 2025	4 August 2025
Thursday 20 November 2025	10 November 2025
Thursday 12 February 2026	2 February 2026

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
Monday 12 May 2025	30 April 2025
Monday 4 August 2025	23 July 2025
Monday 10 November 2025	29 October 2025
Monday 9 February 2026	28 January 2026

CLINICAL GOVERNANCE COMMITTEE

10:00am - 1:00pm

CLINICAL GOVERNANCE COMMITTEE Chair: Martin Togneri Lead Executive: Andrew Moore Lead Officer: Dawn Orr Secretariat Support: Kay Carmichael	Paper Submission Deadline
Thursday 22 May 2025	12 May 2025
Thursday 7 August 2025	28 July 2025
Thursday 6 November 2025	27 October 2025
Thursday 5 February 2026	26 January 2026

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
Thursday 8 May 2025	28 April 2025
Thursday 31 July 2025	21 July 2025
Monday 3 November 2025	22 October 2025
Tuesday 3 February 2026	22 January 2026

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
Tuesday 24 June 2025	12 June 2025
Thursday 4 December 2025	24 November 2025

NHS 24 OFFICIAL

REMUNERATION 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
Thursday 26 June 2025	16 June 2025
Monday 24 November 2025	13 November 2025