

NHS 24
BOARD MEETING
18 DECEMBER 2025
ITEM NO 12.2
FOR APPROVAL

NHS 24 BOARD AND COMMITTEE SCHEDULE OF MEETINGS 2026/27

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 2026/27. There are no significant alterations to the cycle, which has been based on 2025/26 schedule of meetings for Board and Committees, with the exception of the June 2026 Audit & Risk Committee meeting which will take place on Friday 12 June 2026, and the subsequent NHS 24 Board meeting, which will take place on Thursday 25 June 2026.

Key Points for the Board to consider:
Following consultation with the Board Chair, Chairs of Committees, the attached Schedule of Meetings for 2026/27 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 for Meetings for 2026/27 have been reviewed and endorsed by the Integrated Governance Committee at its meeting on 4 December 2025.

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 2026/27 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 2026/27.

2. TIMING

2.1 There are no significant alterations to the cycle, which has been based on 2025/26 schedule of meetings for Board and Committees, with the exception of the June 2026 Audit & Risk Committee meeting which will take place on Friday 12 June 2026, and the subsequent NHS 24 Board meeting, which will take place on Thursday 25 June 2026.

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
10.00am - 1.30pm

NHS 24 BOARD		Paper Submission Deadline
Chair: Dr Martin Cheyne		
Lead Executive: Jim Miller		
Lead Officer: John Gebbie		
Secretariat Support: Geraldine Mathew		
30 April 2026		21 April 2026
25 June 2026		16 June 2026
27 August 2026		18 August 2026
29 October 2026		20 October 2026
17 December 2026		08 December 2026
25 February 2027		16 February 2027

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

NHS 24 BOARD WORKSHOPS		Paper Submission Deadline
Chair: Dr Martin Cheyne		
Lead Executive: Jim Miller		
Lead Officer: John Gebbie		
Secretariat Support: Geraldine Mathew		
28 May 2026		19 May 2026
24 September 2026		15 September 2026
26 November 2026		17 November 2026
28 January 2027		19 January 2027
25 March 2027		16 March 2027

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

AUDIT & RISK COMMITTEE		Paper Submission Deadline
Chair: Carol Gillies		
Vice Chair: Amina Khan		
Lead Executive: John Gebbie		
Lead Officer: Damien Snedden		
Secretariat Support: Yvonne Kerr		
12 June 2026		02 June 2026
13 August 2026		03 August 2026
19 November 2026		09 November 2026
11 February 2027		01 February 2027

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
11 May 2026	29 April 2026
03 August 2026	22 July 2026
09 November 2026	28 October 2026
08 February 2027	27 January 2027

CLINICAL GOVERNANCE COMMITTEE
10:00am - 1:00pm

CLINICAL GOVERNANCE COMMITTEE Chair: New Chair tbc Lead Executive: Dr Ron Cook Lead Officer: Dawn Orr Secretariat Support: Ann Campbell	Paper Submission Deadline
21 May 2026	11 May 2026
06 August 2026	27 July 2026
05 November 2026	26 October 2026
04 February 2027	25 January 2027

STAFF GOVERNANCE COMMITTEE
10:00am - 12:00pm

STAFF GOVERNANCE COMMITTEE Chair: Anne Gibson Vice Chair: Kenny Woods Lead Executive: Jacqui Hepburn Secretariat Support: Chantal Robinson	Paper Submission Deadline
07 May 2026	27 April 2026
30 July 2026	20 July 2026
02 November 2026	21 October 2026
02 February 2027	21 January 2027

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
30 June 2026	18 June 2026
03 December 2026	23 November 2026

NHS 24 OFFICIAL

REMUNERATION COMMITTEE
2:00pm - 4:00pm

REMUNERATION COMMITTEE Chair: Liz Mallinson Lead Executive: Jim Miller Lead Officer: Jacqui Hepburn Secretariat Support: Geraldine Mathew	Paper Submission Deadline
25 June 2026	15 June 2026
26 November 2026	16 November 2026