

## RoS Board Agenda

**Date:** Tuesday 14 September 2021  
**Venue:** Teams  
**Time:** 1030 – 1545hrs

*Apologies – none*

*Board Observer – Elaine Melrose, Non-Executive Director (NXD)*

No.	Time	Item	Presenter	Paper
1.	1030	Introduction, apologies and declaration of interests  Papers to be taken in private: <ul style="list-style-type: none"> <li>➤ 4. ARC Annual Report</li> <li>➤ 5. ARC Quarterly Update</li> <li>➤ 6. Audit Scotland Update</li> <li>➤ 9.1. KPI Data</li> <li>➤ 9.2. Financial Update</li> <li>➤ 10. KPI, Finance &amp; People Reporting by Exception</li> <li>➤ 11. KRR Reporting by Exception Annexes</li> <li>➤ 12. 2024 Roadmap Update</li> <li>➤ 13. Board Effectiveness Review Results Annex</li> </ul>	RoS Keeper	
2.	1035	Minutes of June 2021 Board	RoS Keeper	<i>RoSBrd2021/09/01</i>
3.	1040	Action Log	RoS Keeper	<i>RoSBrd2021/09/02</i>
4.	1050	Audit and Risk Committee Annual Report	Audit & Risk Committee Chair	<i>RoSBrd2021/09/03</i>
5.	1100	Audit and Risk Committee Quarterly Update	Audit & Risk Committee Chair	<i>RoSBrd2021/09/04</i>
6.	1110	Audit Scotland Update <ul style="list-style-type: none"> <li>➤ 2020-21 Annual Audit Report Covering Letter</li> <li>➤ 2020 - 21 Draft Annual Audit Report</li> </ul>	Audit Scotland Audit Director	<i>RoSBrd2021/09/05</i> <i>RoSBrd2021/09/06</i>
<b>BOARD ENDORSEMENT OF KEY DOCUMENTS</b>				
7.	1150	Annual Report and Accounts 2020/21 Final	Accountable Officer Chief Finance Officer	<i>RoSBrd2021/09/07</i> <i>RoSBrd2021/09/08</i>
8.	<b>12.00</b> - <b>1300</b>			
<b>MONITORING AND IMPROVING ROS' PERFORMANCE</b>				
9.	1300	KPI Data Financial Update People Dashboard	Accountable Officer Chief Finance Officer Head of BIA	<i>RoSBrd2021/09/09</i> <i>RoSBrd2021/09/10</i> <i>RoSBrd2021/09/11</i>

10.		KPI, Finance & People Reporting by Exception	Corporate Director Head of People and Change	<i>RoSBrd2021/09/12</i>
<b>RISK FRAMEWORK</b>				
11.	1345	KRR Reporting by Exception	Corporate Director Head of Risk and Information Governance Enterprise Risk Manager	<i>RoSBrd2021/09/13</i>
<b>2024 ROADMAP UPDATE</b>				
12.	1415	2024 Roadmap Update	Accountable Officer Head of Service Design Internal Consultant	<i>RoSBrd2021/09/14</i>
<b>BOARD EFFECTIVENESS</b>				
13.	1500	Board Effectiveness Review Results	RoS Keeper	<i>RoSBrd2021/09/15</i>
<b>PAPERS FOR NOTING</b>				
14.	1530	<ul style="list-style-type: none"> <li>➤ Board Terms of Reference</li> <li>➤ ARC Terms of Reference</li> <li>➤ Governance Risk Discussion Tracker</li> </ul>		<i>RoSBrd2021/09/16</i> <i>RoSBrd2021/09/17</i> <i>RoSBrd2021/09/18</i>
15.	1545	Close		

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## Board Day 2

**Date:** Wednesday 15 September 2021

**Venue:** Teams

**Time:** 0930 – 1500hrs

*Apologies – none*

*Board Observer – Elaine Melrose, NXD*

No.	Time	Item	Presenter	Paper
16.	0930	Welcome	RoS Keeper	
<b>PEOPLE AND WORKPLACE WORKSHOP</b>				
17.	0935	People and Workplace Project Update	Business Development Director	<i>RoSBrd2021/09/19</i>
		Hybrid Working Workshop – RoS Business Need	Benefits Manager Enterprise Risk Manager	<i>Workshop</i>
18.	<b>1100</b>	<b>COFFEE BREAK</b>		
<b>FUTURE FOCUS BEYOND 2024</b>				
19.	1110	Vision for RoS beyond 2024	RoS Keeper Head of Service Design Internal Consultant	<i>RoSBrd2021/09/20</i>

20.	<b>1300</b>	<b>LUNCH BREAK</b>		
21.	1330	Departing NXD Reflections <ul style="list-style-type: none"> <li>• What has RoS achieved during your time as a NXD</li> <li>• What would you have liked to have been achieved, which is still ongoing?</li> <li>• Open Q&amp;A</li> </ul>	Deepa Mann-Kler, NXD	<i>Verbal</i>
22.	1415	Board Observer Feedback	Elaine Melrose, NXD	<i>Verbal</i>
23.	1500	Close	RoS Keeper	<i>Verbal</i>

**Date of next meeting**

Meeting: RoS Board

Date: 14 December 2021

Time: 0930hrs

Location: Teams

Paper Deadline: 30 November 2021