RoS Board

Agenda

**Date: Tuesday 13 September 2022**

**Venue: Virtual Teams Meeting**

**Time: 1000 - 1645hrs**

*Apologies – none*

*Board Observer – Non-Executive Director*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Time** | **Item** | **Presenter** | **Paper** |
|  | 1000-1030 | Introduction,apologies and declaration of interests | Keeper |  |
|  | Agenda items to be taken in Private | Keeper | *RoSBrd2022/09/01* |
|  | Minutes of June 2022 Board | Keeper | *RoSBrd2022/09/02* |
|  | Action Log | Keeper | *RoSBrd2022/09/03* |
| **ANNUAL AUDIT UPDATES** |
| 1.
 | 1030 | Audit and Risk Committee Annual Report  | Audit and Risk Committee Chair | *RoSBrd2022/09/04* |
|  | 1050 | Audit Scotland Update* 2021-22 Annual Audit Report Covering Letter
* 2021 - 22 Draft Annual Audit Report
 | Audit Scotland Audit Director  | *RoSBrd2022/09/05**RoSBrd2022/09/06* |
| **BOARD ENDORSEMENT OF KEY DOCUMENTS** |
|  | 1120 | Annual Report and Accounts 2021/22 Final  | Accountable Officer Chief Finance Officer | *RoSBrd2022/09/07* |
|  | **1130** | **BREAK**  |
| **MONITORING AND IMPROVING ROS' PERFORMANCE** |
|  | 1145 | Board Performance Monitoring* Overall Performance - significant area of concern
* Year-to-date performance
* Year to date exceptions
* Forecast of future performance – areas of concern
 | KeeperAccountable Officer Chief Finance Officer Head of BIACorporate DirectorHead of People and Change Head of Service Design | *RoSBrd2022/09/08* |
|  | 1230 | Audit and Risk Committee Quarterly Update  | Audit and Risk Committee Chair | *RoSBrd2022/09/09* |
|  | 1245 | KRR Reporting by Exception | Corporate DirectorHead of Risk and Information Governance | *RoSBrd2022/09/10* |
|  | **1300 - 1400** | **LUNCH** |
| **CORPORATE PLAN WORKSHOP**  |
|  | 1400 - 1600 | Corporate Plan Workshop  | Accountable Officer Chief Finance Officer Head of People and ChangeHead of Communications and MarketingHead of BIAProject Manager Benefits ManagerHead of External Communications and EngagementAgile CoachPCS RepresentativeProject Manager | *RoSBrd2022/09/11* |
|  | **1600** | **BREAK**  |
| **BOARD EFFECTIVENESS** |
|  | 1610 | Board Effectiveness Review Results  | Keeper | *RoSBrd2022/09/12* |
|  | 1620 | Board Terms of Reference  | Keeper | *RoSBrd2022/09/13* |
| **PAPERS FOR NOTING** |
|  | 1625 | * Governance Risk Discussion Tracker
* Strategic Workforce Plan Backbrief
* Data Strategy Backbrief
* Customer and Stakeholder Engagement Strategy Backbrief
* WIIP Assessment Report
 | Keeper | *RoSBrd2022/09/14**RoSBrd2022/09/15**RoSBrd2022/09/16**RoSBrd2022/09/17**RoSBrd2022/09/18* |
|  | 1630 | Items to be delegated to ARC  | Keeper | *Verbal*  |
|  | 1635 | Board Observer Feedback | Non-Executive Director | *Verbal* |
|  | 1645 | Close  | Keeper | *Verbal*  |

**Board Day 2**

**Board Development Day – Future RoS**

**Date: Wednesday 14 September 2022**

**Venue: Teams Virtual Meeting**

**Time: 0915 – 1530hrs**

*Apologies – none*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Time** | **Item** | **Presenter** | **Paper** |
|  | 0915 | Welcome & Context Setting  | Keeper | *RoSBrd2022/09/19* |
| **GARTNER SESSION**  |
|  | 0930 | Be a Future Focused Organisation  | Corporate DirectorGartner Representative | *Verbal* |
|  | **1100** | **COFFEE BREAK**  |
| **CULTURE WORKSHOP** |
|  | 1115 | What will it take for RoS to succeed in potential future scenarios  | Keeper | *Verbal* |
|  | **1245****-****1345** | **LUNCH**  |
| **LAMBERT SMITH HAMPTON SESSION** |
|  | 1345 -1515 | Developing an Estates Strategy in a hybrid world | Corporate DirectorHead of Procurement and EstatesLambert Smith Hampton Representative | *Verbal* |
| **WRAP UP**  |
|  | 1515 | Next Steps  | Keeper | *Verbal*  |
|  | 1530 | Close  | Keeper | *Verbal*  |

|  |
| --- |
| **Date of next meeting**Meeting: RoS Board Date: 13 December 2022Time: TBCLocation: Meadowbank House, Edinburgh / Hybrid Paper Deadline: Tuesday 29 November 2022 |