RoS Board

Agenda

**Date: Tuesday 13 September 2022**

**Venue: Virtual Teams Meeting**

**Time: 1000 - 1645hrs**

*Apologies – none*

*Board Observer – Non-Executive Director*

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| **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** | | | | |
|  | 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 | Keeper  Accountable Officer  Chief Finance Officer  Head of BIA  Corporate Director  Head 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 Director  Head 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 Change  Head of Communications and Marketing  Head of BIA  Project Manager  Benefits Manager  Head of External Communications and Engagement  Agile Coach  PCS Representative  Project 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*

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| **No.** | **Time** | **Item** | **Presenter** | **Paper** |
|  | 0915 | Welcome & Context Setting | Keeper | *RoSBrd2022/09/19* |
| **GARTNER SESSION** | | | | |
|  | 0930 | Be a Future Focused Organisation | Corporate Director  Gartner 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 Director  Head of Procurement and Estates  Lambert Smith Hampton Representative | *Verbal* |
| **WRAP UP** | | | | |
|  | 1515 | Next Steps | Keeper | *Verbal* |
|  | 1530 | Close | Keeper | *Verbal* |

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