NOT PROTECTIVELY MARKED

Public Board Meeting	29 November 2023
	Item No 11
THIS PAPER IS FOR APPROVAL	
BOARD MEETING SCHEDULE 2024	

Lead Director Author	Tom Steele, Chair Lindsey Ralph, Board Secretary
Action required	The Board is asked to approve the Board and Standing Committee meeting schedule for 2024.
Key points	This paper sets out the proposed Board meetings, Board Development session and Standing Committee dates for 2024 (**Appendix A).** Public Board meetings are held bi-monthly, on the last Wednesday of the month. Following Board approval, dates for the public Board meetings are published on the Service's website. Consultation with Chairs and members of the Board's Standing Committees has taken place.
Timing	The Board approves its annual schedule of meetings for the year ahead.
Link to Corporate Objectives	In compliance with the Service's Standing Orders, the Board is required to meet at least 6 times in the year and will annually approve a forward schedule of meetings dates.
Equality and Diversity	There are no equality or diversity implications arising from this paper.

Scottish Ambulance Service
2024 Board Annual Schedule of Meetings

Public Board Meetings

Date	Time	Venue
Wednesday 31 January 2024	10.00 am – 2.00 pm **Public**	MS Teams
Wednesday 27 March 2024	10.00 am – 2.00 pm **Public**	In Person – venue to be confirmed
Wednesday 29 May 2024	10.00 am – 2.00 pm **Public**	MS Teams
Wednesday 26 June 2024	10.00 am **(Special meeting – Annual Accounts)**	MS Teams
Wednesday 31 July 2024	10.00 am – 2.00 pm **Public**	MS Teams
Wednesday 25 September 2024	10.00 am – 2.00 pm **Public**	MS Teams
Wednesday 27 November 2024	10.00 am – 2.00 pm **Public**	MS Teams

Board Development sessions

Date	Time	Venue
Wednesday 28 February 2024	10.00 am – 2.00 pm	In Person – Gyle
Tuesday 26 March 2024	10.00 am – 2.00 pm	In Person - venue to be confirmed
Wednesday 24 April 2024	10.00 am – 2.00 pm	In Person - Gyle
Wednesday 26 June 2024	10.00 am – 2.00 pm	MS Teams
Wednesday 28 August 2024	10.00 am – 2.00 pm	In Person - Gyle
Wednesday 30 October 2024	10.00 am – 2.00 pm	In Person - Gyle

BOARD STANDING COMMITTEES

Audit and Risk Committee

Date	Time	Venue
Thursday 18 January 2024	10.30 am – 1.30 pm	MS Teams
Thursday 18 April 2024	10.00 am – 1.00 pm	MS Teams
Thursday 13 June 2024	10.00 am – 1.00 pm	MS Teams
Thursday 10 October 2024	10.30 am – 1.30 pm	MS Teams

Clinical Governance Committee

Date	Time	Venue
Monday 12 February 2024	10.00 am – 1.00 pm	MS Teams
Monday 13 May 2024	10.00 am – 1.00 pm	MS Teams
Monday 12 August 2024	10.00 am – 1.00 pm	MS Teams
Monday 11 November 2024	10.00 am – 1.00 pm	MS Teams

Staff Governance Committee

Date	Time	Venue
Thursday 14 March 2024	10.30 am – 1.30 pm	MS Teams
Thursday 06 June 2024	10.30 am – 1.30 pm	MS Teams
Thursday 05 September 2024	10.00 am – 1.00 pm	MS Teams
Thursday 12 December 2023	10.00 am – 1.00 p.m.	MS Teams

Remuneration Committee

Date	Time	Venue
Wednesday 26 June 2024	2.00 pm	MS Teams
Wednesday 27 November 2024	2.00 pm	MS Teams