

## CHS Programme of Business

Blue box = Board meeting / Red box = development session

<b>January 2012</b>	
<b>19 January</b>	<p>CHS Board Programme of Business</p> <p>National Framework for Standards for Scotland's Children's Panel</p> <p>Action plan on ASTs (consideration deferred on 6/12/11)</p> <p>Action plan with milestones covering period up to Sept. 2012 (consideration deferred on 6/12/11)</p> <p>Financial Report</p> <p>Board to note draft budget (capital &amp; revenue)</p> <p>CHS projected underspend</p> <ul style="list-style-type: none"> <li>o Finance &amp; performance reporting</li> </ul>
<b>19 January - RA Committee</b>	<p><b>To be endorsed by Board in February</b></p> <ul style="list-style-type: none"> <li>. Pay remit</li> <li>. Absence Guidance, Allowances, Annual Holidays, Capability Procedure, Child Care Voucher Scheme, Dependent Care Leave, Dignity at Work, Disciplinary procedures, EO, Flexible Working, Grievance Policy, Guidance on Severe Weather, Investigation Guidelines, Maternity/Paternity/Adoption leave policies, Notice provisions, Organisational change, Overtime, Parental leave, Public holidays, Recruitment &amp; Selection policy, Relocation, Special leave, Staff Code of Conduct, Travel &amp; subsistence, Whistleblowing.</li> </ul>

	<ul style="list-style-type: none"> <li>○ pay remit <ul style="list-style-type: none"> <li>○ core grant with Sponsor Directorate</li> </ul> </li> <li>• Risk Reporting and Management (consideration deferred on 6/12/11)</li> <li>• Strategy framework (consideration deferred on 6/12/11) including CHS Mission &amp; Values</li> <li>• Performance Management</li> <li>• Communication &amp; Engagement strategy</li> <li>• Matters considered by RAMC on 12 January: <u>financial procedures and risk register</u></li> </ul>	<p style="text-align: center;"><b>12 January - ARIM Committee</b></p> <ul style="list-style-type: none"> <li>. Audits arrangements (internal and external)</li> <li>. Risk Register</li> <li>. Financial procedures (scheme of delegation and reporting, banking arrangements)</li> </ul>
<b>February 2012</b>		
<b>14 February</b>	<ul style="list-style-type: none"> <li>• Corporate and business plans</li> <li>• Board discussion of budget and submission to Sponsor team</li> <li>• Submission of pay remit</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> <li>• Discussion of final draft corporate plan</li> </ul>	

	<ul style="list-style-type: none"> <li>Matters approved by RA committee on 19 January</li> </ul>
<b>March 2012</b>	
<b>15 March</b>	<ul style="list-style-type: none"> <li>Board approval of corporate and business plans to submit to Sponsor Team (unless approved and submitted in February)</li> <li>Board approval of budget</li> <li>Finance &amp; performance reporting</li> <li>Action plan with milestones covering period up to Sept. 2012</li> <li>Update on Independent Legal Advice</li> <li>matters approved by ARM committee in January:</li> </ul>
<b>End of March: corporate and business plans to be submitted to Minister for approval</b>	
<b>April 2012</b>	
<b>16 April</b>	<ul style="list-style-type: none"> <li>Budget profile expenditure to submit to Sponsor Directorate</li> </ul>
<b>RA Committee – 3 April</b>	

<ul style="list-style-type: none"> <li>• Risk reporting/management</li> </ul>	<ul style="list-style-type: none"> <li>• Action plan with milestones covering period up to Sept. 2012</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisals and performance management</li> </ul> <p style="text-align: center;"><b>ARM Committee – 30 April</b></p> <ul style="list-style-type: none"> <li>• Discussion and approval of 2012/13 draft audit plan</li> <li>• Risk Management</li> <li>• FOI, H&amp;S, Fraud Action Plan, complaints, VFM, Info &amp; data security</li> <li>• Standing Orders</li> </ul>
<b>May 2012</b>		
<b>14 May</b>	<ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Finance &amp; performance reporting</li> <li>• External audit of annual accounts</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> <li>• Update on Independent Legal Advice</li> <li>• Matters considered by ARM and RA committees in April</li> </ul>	
<p><b>End of May: submission of final data to LGPs for actual reports – to be carried out by SCRA</b></p>		

## June 2012

<p><b>13 June</b></p>	<ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Procurement exception report</li> <li>• Board discussion of Internal Control Questionnaire submitted by National Convener</li> <li>• Board's submission of annual accounts to Audit Committee</li> <li>• Board discussion of draft Annual Report</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>	<p style="text-align: center;"><b>ARM Committee – 4 June</b></p> <ul style="list-style-type: none"> <li>. Annual Accounts submitted by CHS Board meeting on 19 June</li> <li>. Risk Management procedures prior to CHS board meeting on 20 August</li> <li>. FOI, H&amp;S, Fraud, Whistleblowing, complaints, VFM, Info &amp; data security</li> </ul>
		<p style="text-align: center;"><b>RA Committee – 27 June</b></p>
	<ul style="list-style-type: none"> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>	
<h2 style="text-align: center;">July 2012</h2>		
<p><b>9 July</b></p>	<ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Board discussion and approval of report of performance against SG efficiency Targets</li> </ul>	

<ul style="list-style-type: none"> <li>• Finance &amp; performance reporting</li> <li>• Board approval of annual accounts</li> <li>• Board approval of Annual Report</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> <li>• Update on Independent Legal Advice</li> </ul>	
<b>August 2012</b>	
<p><b>20 August</b></p> <ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Report of performance against SG efficiency targets</li> <li>• Board discussion on support services costs</li> <li>• Annual accounts mapped onto a submission for Whole of Governments Accounts</li> <li>• Risk reporting/management</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>	
	<ul style="list-style-type: none"> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>

## September 2012

<b>17 September</b>	<ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Finance &amp; performance reporting</li> <li>• Spending review submission</li> <li>• Board discussion and approval of draft report on support services costs</li> <li>• Board discussion and approval of PSRA disclosures</li> <li>• Discussion of significant forecast year end underspend</li> <li>• Action plan with milestones covering period up to Sept. 2012</li> </ul>	<b>ARM Committee – 3 September</b>
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**End of September:**  
 Lay annual report and accounts before the Scottish Parliament;  
 Public Service Reform Act disclosures (travel, hospitality, expenditure >£25k).

## October 2012

<b>10 October</b>		<b>RA Committee</b>
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	Mid-year performance review	
<b>November 2012</b>		
<b>20 November</b>	<ul style="list-style-type: none"> <li>• Finance &amp; performance reporting</li> <li>• Review terms of reference of ARM Committee</li> </ul>	<p><b>ARM Committee – 28 November</b></p> <p>. Risk Management procedures prior to CHS board meeting on 10 December</p>
	<ul style="list-style-type: none"> <li>• Budget profile expenditure to submit to Sponsor Directorate</li> <li>• Report on support services costs for inclusion in SG benchmarking of corporate services – date tbc</li> <li>• Notify Sponsor Directorate of significant forecast year end underspend (capital or revenue) – date tbc</li> </ul>	
<b>January 2013</b>		
<b>21 January</b>	<ul style="list-style-type: none"> <li>• Finance &amp; performance reporting</li> </ul>	
<b>March 2013</b>		
<b>18 March</b>	<ul style="list-style-type: none"> <li>• Finance &amp; performance reporting</li> </ul>	