

agenda

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B/12/01

NHS National Services Scotland Formal Board Meeting
Friday, 3rd February 2012
Commencing at 0930hrs, Boardrooms 1&2, Gyle Square, Edinburgh

- 1. Apologies for Absence**
Mr John White, Non-Executive Director
- 2. In Attendance**
Miss Caroline Lang, Board Secretary [Minutes]
Mrs Jan Lyell, Head of Corporate Affairs
Mr Stuart Aitken, Health Finance Division, SGHSC [Observer]
Ms Christine McLaughlin, Deputy Director, Health Finance, SGHSC [Observer]
Mr Ranald Macdonald, Legal Advisor, CLO [Item 4]
Ms Norma Shippin, Managing Partner and Senior Litigation Solicitor, CLO [Item 9]
Ms Mairi Gaffney, Head of Healthy Working Lives [Item 10]

INTRODUCTION

- | | | | |
|--------------------|--|----------------|-------------------------|
| 0930hrs
5 mins | 3. Chairman's Introduction and Report | Mr B Matthews | B/12/02 enclosed |
| 0935hrs
10 mins | 4. Update on Public Inquiries | Mr R Macdonald | B/12/03 enclosed |

FOR APPROVAL

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|-------------------|--|-----|--|
| 0945hrs
5 mins | 5. Minutes of the NSS Formal Board Meeting held on 4th November 2011 and Matters Arising | All | B/12/04 enclosed
B/12/05 enclosed |
|-------------------|--|-----|--|

FOR CONSIDERATION

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| 0950hrs
15 mins | 6. Political Landscape Approaching Independence Referendum | Mr B Matthews | Verbal |
| 1005hrs
30 mins | 7. Update on Shared Services | Mr I Crichton | Presentation |
| 1035hrs
15 mins | 8. Strategic Risk Review - Follow Up | Mr S Belfer | B/12/06 enclosed |
| 1050hrs
20 mins | 9. Update on Bribery Act | Ms N Shippin | B/12/07 enclosed
& Presentation |
| 1110hrs
45 mins | 10. Health and Safety Training Session | Ms M Gaffney | Interactive Presentation |
| 1155hrs
15 mins | 11. Report on Safe Working Environment and Strategy Update | Mrs I Barkby | B/12/08 enclosed |



Chairman Bill Matthews
Chief Executive Ian Crichton

*NHS National Services Scotland is the common name of the
Common Services Agency for the Scottish Health Service*

1210hrs 5 mins	12. Quarterly Update on Register of Interests	Mr B Matthews	B/12/09 enclosed
	<u>FOR INFORMATION / NOTING</u>		
1215hrs 40 mins	13. Sub-Committees, Minutes, Updates and Reports		
	13.1 Finance Report: Period 1 st April to 31 st December 2011	Mr S Belfer	B/12/10 enclosed
	13.2 Chief Executive's Update	Mr I Crichton	B/12/11 enclosed
	13.3 NSS Staff Governance Committee - Meeting held on 17 th November 2011 (Draft Minutes) - Meeting held on 26 th August 2011 (Approved Minutes)	Prof J McGoldrick	B/12/12 enclosed B/12/13 enclosed
	13.4 NSS Finance and Performance Committee - Meeting held on 18 th November 2011 (Draft Minutes) - Meeting held on 12 th August 2011 (Approved Minutes)	Mr J King	B/12/14 enclosed B/12/15 enclosed
	13.5 NSS Remuneration Committee - Meeting held on 5 th December 2011 (Report)	Mr J King	B/12/16 enclosed
	13.6 NSS Audit and Risk Committee - Meeting held on 9 th December 2011 (Draft Minutes) - Meeting held on 23 rd September 2011 (Approved Minutes)	Mr J King	B/12/17 enclosed B/12/18 enclosed
	13.7 NSS Clinical Governance Committee - Meeting held on 16 th December 2011 (Draft Minutes) - Meeting held on 16 th September 2011 (Approved Minutes)	Prof E Ireland	B/12/19 enclosed B/12/20 enclosed
1255hrs 5 mins	14. Any Other Business	All	Verbal
	15. Date of Next Meeting Friday, 13 th April 2012, Boardrooms 1&2, Gyle Square		
	16. <u>DOCUMENTS CIRCULATED ELECTRONICALLY FOR INFORMATION</u> New/Reviewed NSS Policies - Radiation Protection		B/12/21 electronic only
1300hrs	Meeting Due to Finish		

Circulation:-

By Email:

Dr Marion Bain
Mrs Irene Barkby
Mr Simon Belfer

Mr Bill Matthews (Chairman)
Mr Stewart Robison

SGHSC Finance
Ms Christine McLaughlin (SGHSC)
Mr Alasdair Craik (Audit Scotland)

Hard Copy:

Mr Ian Crichton
Prof. Elizabeth Ireland
Mr Jim King
Miss Caroline Lang

Mrs Jan Lyell
Mr Bill Matthews (Chairman)
Prof. Jim McGoldrick

Mrs Mary Robertson
Mr John White
Mr Robert Wilson

Hard Copy for Information:

Mrs Lynne Kidd

Mr Alasdair Craik (Audit Scotland)