



Executive Advisory Body					
Date of Meeting	Tuesday 11 December				
Time	13:00 – 14:50				
Location	Dundee House Meeting Room 6.5				
Item	Paper	Owner	Author	Purpose	Mins
1. Welcome	-	Chair	-	-	5
2. Previous Minutes & Actions	-	Chair	-	-	5
3. Conflicts of Interest	-	Chair	-	-	5
4. Chair's Update	-	Chair	-	Note	5
5. Role of the Executive Advisory Body <ul style="list-style-type: none"> • Terms of Reference • Code of Conduct 	2.1 2.2	Mo Rooney	Carol Anne Hackland Governance and Business Manager	Decide	15
6. Risk Management Strategy	2.3	Mo Rooney	Chris Boyland Organisational Strategy and Operational Policy Team Leader	Discuss	15
7. Communication with Non-Executive Members	2.4	Mo Rooney	Kirsten Sweeney Strategic Communications Manager	Discuss	15
BREAK					5
8. People Survey Paper	2.5	Mo Rooney	Cheryl Bell Researcher	Note	10
9. Management Information	2.6	Mo Rooney	Tristain Atkinson Data Scientist	Monitor	10
10. Best Start Grant: Go Live	2.7	Chair	James Simpson Transformation and Change Manager	Discuss	20
11. Any other business	-	-	-	-	
Total (mins)					110

Date of next meeting: Tuesday 23 January 2018

Below the Line Papers

12. Audit and Assurance Committee: Minutes	2.8	Mo Rooney	Andrew Parker Governance and Business Support Officer Nicola McBain Corporate Assurance Manager
--	-----	--------------	--