



Executive Advisory Body					
Date of Meeting	Tuesday 18 August 2020				
Time	1000 - 1230				
Location	Video Conference				
Item	Paper	Owner	Presenter	Purpose	Mins
1. Welcome, Conflicts of Interest & Action Tracker	Verbal	Chair	-	-	10
2. Chair's Update	Verbal	Chair	-	Note	30
3. Strategic Culture Advisory	17.1	Miriam Craven Deputy Director of Strategy and Client Experience	MG Strategic Relationships Manager	Discuss	20
4. Inclusive Communications Update	17.2	Miriam Craven Deputy Director of Strategy and Client Experience	RM Head of Client Experience	Discuss	30
BREAK					10
5. Caldicott Guardian Appointment	17.3	Paul Knight Head of Clinical Operations	Paul Knight Head of Clinical Operations	Discuss	15
6. Corporate Plan Update / Business Plan Update	17.4	Miriam Craven Deputy Director of Strategy and Client Experience	Miriam Craven Deputy Director of Strategy and Client Experience	Note	15
7. Finance Report	17.5	James Wallace Deputy Director of Finance and Corporate Services	James Wallace Deputy Director of Finance and Corporate Services	Discuss	10
8. Any Other Business	-	-	-	-	10
Total (mins)					150

Date of next meeting: 29 September 2020

Below the Line Papers

Item	Paper	Owner	Author
1. Balance Scorecard	17.6	Miriam Craven Deputy Director of Strategy and Client Experience	DH Statistician
2. Freedom of Information Performance Update	17.7	Miriam Craven Deputy Director of Strategy and Client Experience	LM Freedom of Information Lead Practitioner
3. Annual Performance Report	17.8	James Wallace Deputy Director of Finance and Corporate Services	CB Organisational Strategy and Operational Policy and Corporate Assurance Lead