



Executive Advisory Body					
Date of Meeting	Tuesday 5 March 2019				
Time	12:45 – 14:45				
Location	Dundee House, Meeting Room 1.1				
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. Declaration of Interests Process	4.1	MR Head of Governance and Strategy	CAH Governance and Business Support Manager	Decide	10
6. Best Start Grant Lessons Learned	4.2	MR Head of Governance and Strategy	AM Organisational Culture and Strategic Relationship lead	Discuss	20
BREAK					5
7. Best Start Grant Forecasting	4.3	MR Head of Governance and Strategy	MD Statistician	Note	20
8. Internal Audit Report		MR	Internal Audit	Note	20
• Governance Structures	4.4	Head of Governance and Strategy			
• Recruitment	4.5				
9. Property Update	4.6	AM Head of Corporate Services	JS Project Manager	Note	20
10. Any other business	4.7	MR	TA	Note	10

<ul style="list-style-type: none"> <li>Application Channels &amp; Client Satisfaction</li> </ul>		Head of Governance and Strategy	Data Scientist		
Total (mins)					125

**Date of next meeting: 16 April 2019**