

Care Inspectorate Board and Committee Meeting Dates and Deadlines 2017/18

Agenda Item 14
Appendix 1

WORK IN PROGRESS V5

| Meeting | Lead Officer/Chair | Deadline Draft Reports to CSO | Reports to be approved by Lead Officer/Chair | Deadline Final Reports to CSO | Papers E-Mailed/ Posted | DATE OF MEETING | Time of Meeting | Room Booked |
|----------------------|--------------------|-------------------------------|--|-------------------------------|-------------------------|-----------------------|---------------------|-------------|
| Public Board, Dundee | K Reid/P Edie | Wed 14 June 2017 | Thu 15 June 2017 | Tue 20 June 2017 | Thu 22 June 2017 | Thu 29 June 2017 | 10.30 am - 12.30 pm | |
| Public Board, Dundee | K Reid/P Edie | Wed 13 September 2017 | Thu 14 September 2017 | Tue 19 September 2017 | Thu 21 September 2017 | Thu 28 September 2017 | 10.30 am - 12.30 pm | |
| Public Board, Dundee | K Reid/P Edie | Mon 04 December 2017 | Tue 05 December 2017 | Fri 08 December 2017 | Tue 12 December 2017 | Tue 19 December 2017 | 10.30 am - 12.30 pm | |
| Public Board, Dundee | K Reid/P Edie | Wed 14 March 2018 | Thu 15 March 2018 | Tue 20 March 2018 | Thu 22 March 2018 | Thu 29 March 2018 | 10.30 am - 12.30 pm | |

| Meeting | Lead Officer/Chair | Deadline Draft Reports to Administrator | Reports to be approved by Lead Officer/Chair | Deadline Final Reports to Administrator | Papers E-Mailed/ Posted | Date of Meeting | Time of Meeting | Room Booked |
|--|--------------------|---|--|---|-------------------------|----------------------|---------------------|-------------|
| Policy Committee | R Okasha/P Edie | Tue 02 May 2017 | Wed 03 May 2017 | Mon 08 May 2017 | Wed 10 May 2017 | Wed 17 May 2017 | 10.30 am - 12.30 pm | |
| Policy Committee | R Okasha/P Edie | Wed 09 August 2017 | Thu 10 August 2017 | Tue 15 August 2017 | Thu 17 August 2017 | Thu 24 August 2017 | 10.30 am - 12.30 pm | |
| Policy Committee - receive Scrutiny & Improvement Plan | R Okasha/P Edie | Wed 08 November 2017 | Thu 09 November 2017 | Tue 14 November 2017 | Thu 16 November 2017 | Thu 23 November 2017 | 10.30 am - 12.30 pm | |
| Policy Committee (incl Effectiveness) | R Okasha/P Edie | Wed 07 February 2018 | Thu 08 February 2018 | Tue 13 February 2018 | Thu 15 February 2018 | Thu 22 February 2018 | 10.30 am - 12.30 pm | |

| Meeting | Lead Officer/Convener | Deadline Draft Reports to Administrator | Reports to be approved by Lead Officer/Convener | Deadline Final Reports to Administrator | Papers E-Mailed/ Posted | Date/Time of Meeting | Time of Meeting | Room Booked |
|---|-----------------------|---|---|---|-------------------------|-----------------------|---------------------|-------------|
| Resources Committee | G Weir/D Wiseman | Tue 30 May 2017 | Wed 31 May 2017 | Mon 05 June 2017 | Wed 07 June 2017 | Wed 14 June 2017 | 10.30 am - 12.30 pm | |
| Resources Committee | G Weir/D Wiseman | Mon 28 August 2017 | Tue 29 August 2017 | Fri 01 September 2017 | Tue 05 September 2017 | Tue 12 September 2017 | 10.30 am - 12.30 pm | |
| Resources Committee - Draft Scrutiny & Improvement Plan | G Weir/D Wiseman | Mon 20 November 2017 | Tue 21 November 2017 | Fri 24 November 2017 | Tue 28 November 2017 | Tue 05 December 2017 | 10.30 am - 12.30 pm | |
| Resources Committee (incl Effectiveness) | G Weir/D Wiseman | Mon 12 February 2018 | Tue 13 February 2018 | Fri 16 February 2018 | Tue 20 February 2018 | Tue 27 February 2018 | 10.30 am - 12.30 pm | |

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|--|-----------------------|---|---|---|-------------------------|-----------------------|---------------------|-------------|
| Audit Committee | G Weir/M Cairns | Wed 10 May 2017 | Thu 11 May 2017 | Tue 16 May 2017 | Thu 18 May 2017 | Thu 25 May 2017 | 10.30 am - 12.30 pm | |
| Audit Committee - Annual Report & Accounts | G Weir/M Cairns | Wed 02 August 2017 | Thu 03 August 2017 | Tue 08 August 2017 | Thu 10 August 2017 | Thu 17 August 2017 | 10.30 am - 12.30 pm | |
| Audit Committee | G Weir/M Cairns | Wed 06 September 2017 | Thu 07 September 2017 | Tue 12 September 2017 | Thu 14 September 2017 | Thu 21 September 2017 | 10.30 am - 12.30 pm | |
| Audit Committee | G Weir/M Cairns | Wed 01 November 2017 | Thu 02 November 2017 | Tue 07 November 2017 | Thu 09 November 2017 | Thu 16 November 2017 | 10.30 am - 12.30 pm | |
| Audit Committee - KPIs + Effectiveness | G Weir/M Cairns | Wed 24 January 2018 | Thu 25 January 2018 | Tue 30 January 2018 | Thu 01 February 2018 | Thu 08 February 2018 | 10.30 am - 12.30 pm | |
| Audit Committee | G Weir/M Cairns | Wed 21 February 2018 | Thu 22 February 2018 | Tue 27 February 2018 | Thu 01 March 2018 | Thu 08 March 2018 | 10.30 am - 12.30 pm | |

| Meeting | Lead Officer/Convener | Deadline Draft Reports to Administrator | Reports to be approved by Lead Officer/Convener | Deadline Final Reports to Administrator | Papers E-Mailed/ Posted | Date of Meeting | Time of Meeting | Room Booked |
|---|-----------------------|---|---|---|-------------------------|----------------------|---------------------|-------------|
| Complaints Committee | R Okasha/A Haddow | Mon 24 April 2017 | Tue 25 April 2017 | Mon 01 May 2017 | Tue 02 May 2017 | Tue 09 May 2017 | 10.30 am - 12.30 pm | |
| Complaints Committee | R Okasha/A Haddow | Mon 31 July 2017 | Tue 01 August 2017 | Mon 07 August 2017 | Tue 08 August 2017 | Tue 15 August 2017 | 10.30 am - 12.30 pm | |
| Complaints Committee | R Okasha/A Haddow | Mon 16 October 2017 | Tue 17 October 2017 | Mon 23 October 2017 | Tue 24 October 2017 | Tue 31 October 2017 | 10.30 am - 12.30 pm | |
| Complaints Committee (incl Effectiveness) | R Okasha/A Haddow | Mon 29 January 2018 | Tue 30 January 2018 | Mon 05 February 2018 | Tue 06 February 2018 | Tue 13 February 2018 | 10.30 am - 12.30 pm | |

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|--|--------------------|---|--|---|-------------------------|-----------------------|--------------------|-------------|
| Board Development Event | K Reid/P Edie | Wed 12 April 2017 | Thu 13 April 2017 | Tue 18 April 2017 | Thu 20 April 2017 | Thu 27 April 2017 | 10.30 am - 3.30 pm | |
| Board Development Event | K Reid/P Edie | Wed 23 August 2017 | Thu 24 August 2017 | Tue 29 August 2017 | Thu 31 August 2017 | Thu 07 September 2017 | 10.30 am - 3.30 pm | |
| Board Development Event | K Reid/P Edie | 25 October 2017 | 26 October 2017 | 31 October 2017 | 02 November 2017 | Thu 09 November 2017 | 10.30 am - 3.30 pm | |
| Governance Review and Effectiveness and Annual Strategic Risk Register Session | K Reid/P Edie | Wed 17 January 2018 | Thu 18 January 2018 | Tue 23 January 2018 | Thu 25 January 2018 | Thu 01 February 2018 | 10.30 am - 3.30 pm | |
| Board Development Event | K Reid/P Edie | Wed 28 February 2018 | Thu 01 March 2018 | Tue 06 March 2018 | Thu 08 March 2018 | Thu 15 March 2018 | 10.30 am - 3.30 pm | |

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| Board Strategic Event to include draft Scrutiny & Improvement Plan | K Reid/P Edie | Wed 11 October 2017 | Thu 12 October 2017 | Tue 17 October 2017 | Thu 19 October 2017 | Thu 26 October 2017 | 9:00 am - 5:00 pm | |