

Executive Advisory Body					
Date of Meeting	Tuesday 20 August 2019				
Time	12:30-15:00				
Location	Meeting Room 4.7, Dundee House				
Item	Paper	Owner	Presenter	Purpose	Mins
1. Welcome & Conflicts of Interest	-	Chair	-	-	5
2. Previous Minutes & Actions	-	Chair	-	-	5
3. Chair's Update	-	Chair	-	Note	10
4. Finance Report	8.1	JW Head of Finance	NB Deputy Head of Finance	Note	20
5. Balance Scorecard	8.2	MR Head of Governance and Strategy	MR Head of Governance and Strategy	Note/ Discuss	20
6. Benefits Update	-	Chair	-	Note	15
BREAK					10
7. Draft Annual Report and Accounts	8.3	JW Head of Finance	JW Head of Finance	Decide	30
8. Freedom of Information Improvement Plan	8.4	MR Head of Governance and Strategy	ML Business Manager	Discuss	20
9. EAB Forward Planning	8.5	MR Head of Governance and Strategy	MR Head of Governance and Strategy	Note/ Discuss	15
10. Any other business	-	-	-	-	-
Total (mins)					150

Date of next meeting: 1 October 2019