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| --- | --- | --- |
| **Health Finance Directorate**  Health Finance and Infrastructure Division  T: 0131-244 5041 F: 0131-244 2371  E: colin.wilson@gov.scot |  | |
| To: Chief Executives, NHS Boards  Chief Executives, Special Health Boards  Copy to: Directors of Finance, NHS Boards  Directors of Finance, Special Health Boards | |  |

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6 October 2016

Dear Colleagues,

**CAPITAL INVESTMENT GROUP – MEETING DATES FOR 2017**

I am writing to inform you of the dates on which the Capital Investment Group (CIG) are due to meet in 2017. This information should assist you in determining when to submit business cases for consideration by the Group.

To allow appropriate time for colleagues to comment and further clarification to be sought, if required, business cases should be received **4** weeks prior to meetings. However, if a business case is received out with this period, special dispensation will have to be sought from the Chair of CIG to allow it to be considered through expedited procedures.

The dates for 2017 are detailed in the table below:

|  |  |
| --- | --- |
| **CIG meeting dates** | **Papers to be received by** |
| 10 January | 13 December 2016 |
| 07 February | 10 January |
| 07 March | 07 February |
| 04 April | 07 March |
| 02 May | 04 April |
| 13 June | 16 May |
| 11 July | 13 June |
| 08 August | 11 July |
| 19 September | 22 August |
| 17 October | 19 September |
| 14 November | 17 October |
| 12 December | 14 November |

Business Cases should be submitted directly to Colin Wilson at the following address colin.wilson@gov.scot. One hard copy and an electronic version should be submitted. Should the electronic version be too large to e-mail, the business case should be transferred to disc and sent to the mailing address above.

If you have any queries relating to the above or about the roles and responsibility of the Capital Investment Group please do not hesitate to contact me.

Yours sincerely



Colin Wilson