

Meeting title		COTSWOLDS CONSERVATION BOARD – EXECUTIVE COMMITTEE MEETING	Date	Wednesday 9 September 2020
Location		Zoom Conference Call <i>Joining details will be sent to attendees separately</i>	Time	10:00am-12:45pm
Board Members		Brendan McCarthy (Chairman) Rebecca Charley (Vice-Chair) David Broad Paul Crossley Mike Dean Graham Hopkins Ed Macalister-Smith Clive Webster	Officers Presenting	Andy Parsons (AP) Ann Wyatt (AW) Alana Hopkins (AH)
No.	Time	Item	Details	Owner
1.	10:00	Introductory Matters	<ul style="list-style-type: none"> • Apologies • Introductions and Announcements • Declarations of Interest • Public Questions 	Chairman
2.	10:05	Executive Committee Meeting of 27 May 2020	<ul style="list-style-type: none"> a. To approve, as a correct record, the Minutes of the Meeting of the Executive Committee of 27 May 2020 b. Actions Arising 	Chairman
3.		Extraordinary Executive Committee Meeting of 6 August 2020	<ul style="list-style-type: none"> • To approve, as a correct record, the Minutes of the Extraordinary Meeting of the Executive Committee of 6 August 2020 	
4.	10:10	Board Meeting of 24 June 2020	<ul style="list-style-type: none"> • To note the Minutes of the Board Meeting of 24 June 2020 	Chairman
SETTING THE SCENE				
5.	10:15	Report of the Chief Executive	<ul style="list-style-type: none"> • To review key actions since the last meeting • To set out priorities for the meeting 	AP
6.	10:25	Quarter 1 Financial Report	<ul style="list-style-type: none"> • To present and discuss the Q1 Financial Results • To highlight any potential and significant changes to the year-end position 	AW
7.	10:45	Corporate Risk	<ul style="list-style-type: none"> • To review the six monthly update of the Key Risk Register • To review the new Covid-19 Risk Register 	AP/AW
DECISION PAPERS				
8.	11:05	Communications Strategy 2020-23	<ul style="list-style-type: none"> • To review, and if in agreement approve, the Communications Strategy 2020-23 	AH
9.	11:25	Schedule of Meetings	<ul style="list-style-type: none"> • To review, and if in agreement approve, the proposed changes to the schedule of Board and Executive Meetings 	AP
10.	11:35	Internal Audit Plan	<ul style="list-style-type: none"> • To review, and if in agreement approve, the proposed timetable for the 2020/21 Internal Audit 	AW
11.	11:45	Lone Working Policy	<ul style="list-style-type: none"> • To review, and if in agreement approve, the Board's new Lone Working Policy 	AP
DISCUSSION PAPERS				
12.	11:55	Key Performance Indicators (KPIs)	<ul style="list-style-type: none"> • To review the Q1 KPI data 	AW
13.	12:05	Work Programme 2020/21	<ul style="list-style-type: none"> • To review progress against the Annual Work Programme 	AP

14.	12:15	Business Plan Framework 2020-23	<ul style="list-style-type: none"> To review progress against the three-year Business Plan Framework 	AP
INFORMATION ONLY PAPERS				
15.	12:25	General Updates	<ul style="list-style-type: none"> Summary of activity for: <ol style="list-style-type: none"> External Bids Update Climate Change Working Group Fundraising Working Group Cotswolds Champions Steering Group 	SS MC JW JM
16.	12:30	Comments, Compliments and Complaints	<ul style="list-style-type: none"> A summary of the comments, compliments and complaints received by the Board during 2019/20 	MP
17.	12:35	Forward Planning	<ol style="list-style-type: none"> Draft Agenda – October Board Meeting Draft Agenda – November Executive Committee 	Chairman
18.	12:40	Other Business	<ul style="list-style-type: none"> Such other business which, in the opinion of the Chairman, is urgent 	Chairman
19.	12:45	Date of Next Meeting	<ul style="list-style-type: none"> Wednesday 18 November 2020, 10:00am to 1:00pm Location to be confirmed due to Covid-19 situation 	Chairman

MEETING AGENDA CIRCULATED ON WEDNESDAY 2 SEPTEMBER 2020