

## **SCHEDULE OF MEETINGS**

**Summary:** To inform the Executive Committee of the meeting calendar for 2020/21 and to inform them of the review of changes being considered from 2021/22

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**Recommendation:** That the Executive Committee notes the meeting dates for 2020/21 and the review for future scheduling

### **SCHEDULE OF MEETINGS – 2020/21**

- The schedule for Board meetings, AGM and Executive Committee meetings is attached as *Appendix A*.
- The October Board meeting, which is usually workshops/ site visits, will follow a standard meeting format.

### **SCHEDULE OF MEETINGS – 2021/22**

- The Chief Executive, Chairman and Vice-Chair have started a review on the scheduling of meetings beyond this current year.
- The current format is as follows:
  - February Exec, followed by March Board and AGM
  - May Exec, followed by June Board
  - September Exec, followed by October Board Away Day
  - November Exec, followed by December Board
- The Chief Executive has asked the Chairman and Vice-Chair to consider the following timetable:
  - January Exec, followed by February Board
  - May Exec, followed by June Board and AGM\*
  - September Exec, followed by October Board

\* This would be a significant administrative improvement as the AGM would be after any local elections that take place in May and the annual accounts can be adopted at the AGM.
- The new schedule would provide a much more consistent cycle with a two month gap in between each round of Exec/ Board meetings.
- The quarterly reporting of detailed financial and operational performance could be completed via email outside of the new meeting calendar. These reports would be issued to the Executive Committee as follows:
  - Q1 – July

- Q2 – October
- Q3 – January
- Q4/ Year-End – remains as part of the May/ June meeting agenda
  
- This would give more time in meetings for Board members to focus on strategic matters; emerging trends; financial budgeting and longer term forecasting, etc. in line with some of the recommendations from the Glover Review.
  
- In addition to this cycle of meetings, one day per year would be set aside for:
  - *Site visits* – if there is something new (or about to happen) that would be of particular interest to the Board Members, and/or
  - *Strategy day* – to ‘deep dive’ a particular theme/s that is of significant importance to the Board at that time

This could take place in either July or November each year.

**A decision on if and how this is implemented will need to be made by the September Executive Committee meeting, to be adopted at the October Board. The Chief Executive, Chairman and Vice-Chair will seek the views of the Executive Committee over the next 2-3 months.**

MAY 2020