

**SCHEDULE OF MEETINGS**

**Summary:** To propose that the schedule of meetings for Board and Executive are changed from 2021/22

**Recommendation:** That the Executive Committee supports the proposal and recommends that it is taken forward to the October Board meeting for adoption.

**Report by:** Andy Parsons - Chief Executive

**SCHEDULE OF MEETINGS – 2021/22**

1. The Chief Executive informed both the Executive Committee and the Board that a review of the meeting schedule was to take place and a final proposal would be presented at this meeting
  2. 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
  3. The proposal is to change the schedule from the financial year starting 1 April 2021, the new timetable would be as follows:
    - May - Executive Committee / June - Board and AGM\*
    - September - Executive Committee / October - Board
    - January - Executive Committee / February - Board
- \* Moving the AGM to June would have a significant administrative improvement as (a) the AGM would be after any local elections that take place in May and (b) the annual accounts can be adopted at the AGM.
4. The new schedule will provide a much more consistent cycle with a two month gap in between each round of meetings.
  5. The quarterly reporting of detailed financial and operational performance will be completed via email outside of the new meeting calendar. These reports will 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

Summary financial information will form part of the standard items at both the Executive Committee and Board meetings.

6. This will 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.
7. In addition to this cycle of meetings, one day per year will 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 will take place in either July or November each year.

8. The meeting dates for the remainder of 2020/21 will remain the same:
  - Wednesday 7 October – Board Meeting (via Zoom)
  - Wednesday 18 November – Executive Committee (via Zoom)
  - Wednesday 9 December – Board Meeting (location tbc)
  - Wednesday 24 February – Executive Committee (location tbc)
  - Wednesday 24 March – Board Meeting (location tbc)

SEPTEMBER 2020