

Item:

4



Report to Partnership Meeting 16 September 2016

PARTNERSHIP

PROGRAMME OF MEETINGS 2017

Purpose of Report

The report advises Members on the proposed dates for Partnership Board and Permanent Advisors meetings in 2017 and invites Members to indicate acceptance or changes to the dates. The proposal proposes a change in arrangement for the meetings in Inverness following discussion at the April 2016 Partnership Board Meeting.

Proposed Change to Meeting Approach

During discussion at the April 2016 Partnership Board meeting in Tarbert, Harris there was some discussion that reducing the costs of Partnership Board meetings should be investigated to identify opportunities to save budget within the 2016/17 Business Plan (under which item the discussion took place) and for future years. The past approach has seen HITRANS hold 2 meetings in partner Council areas apart from Highland. This has involved alternating each year between one of Argyll & Bute Council and Moray Council areas and alternating each year between Orkney Islands Council and Comhairle nan Eilean Siar. The remaining meetings have taken place in Highland (primarily in Inverness).

Until 2011/12 HITRANS held five Partnership meetings each year on the basis of a pre meeting on the Thursday afternoon/evening and main meeting on Friday morning but took the decision to reduce from five meetings per annum to four as a cost saving. This delivered a saving of approximately £1,500 per annum but posed a governance challenge that was resolved by reinstating a fifth meeting as a single day meeting aimed at Board Members only from June 2013. This maintained the majority of the cost saving but improved organisational accountability.

In considering potential budget savings around the Partnership Board meetings the Partnership Meeting Schedule follows and sets out a new approach with all the Highland area meetings becoming single day meetings with a pre meeting to take place in the morning 1030 to 1200 then lunch followed by a main meeting from 1300 to 1500. This will allow Members to travel to the meeting that day (with the exception of the Argyll and Bute Member and Advisor) and return that day. The saving for each meeting is estimated to be £1,500 and if the two Inverness located meetings that previously followed the Thursday afternoon/Friday morning schedule were to move to a single day session the total saving that could be moved to other budget lines would be £3,000.

Members are asked to consider this proposal although the opportunity to revert to the status quo or initiate this new approach on a single meeting basis is available.

Meeting Schedule

Date	Partnership Meetings	Advisors meetings	Location
19 January 2017		Morning	Inverness
3 February 2017	Partnership Board Meeting only		Inverness
23 March 2017		morning	Inverness
12 April 2017	Partnership Board Meeting only		Inverness
22 and 23 June 2017	Evening meeting followed by full Partnership meeting on Friday Morning		Moray
24 August 2017		morning	Inverness
14 and 15 September 2017	Evening meeting followed by full Partnership meeting on Friday Morning		Orkney
2 November 2017		morning	Inverness
24 November 2017	Partnership Board Meeting only		Inverness

Recommendation

The Board are asked to:

1. Agree that the HITRANS Partnership and Advisors meet in 2017 on the dates and at the locations identified in the table.
2. Approve the proposal to reduce all Inverness Partnership Board meetings to a single day meeting or consider alternatives to this.
3. Approve that a review of the revised approach to Inverness meetings will be undertaken and that this will be presented within the report setting out the programme of meetings for 2018 and to inform the recommendations of that report.
4. Note that additional meetings may be called if circumstances require the Board to meet.

Risk	Impact	Comment
RTS delivery	√	The Board and Advisors Meetings are the focus for HITRANS development and monitoring of actions to support delivery of the RTS
Policy	√	The Board and Advisors Meetings are the focus for HITRANS development and monitoring of actions to develop and approve the Partnerships Policies
Financial	√	The Partnership's budget setting and monitoring is facilitated through the Partnership Board Meeting
Equality	√	Equality elements of the Partnership's activities are reflected in the reports considered at Partnership Meetings, where appropriate

Report by: Ranald Robertson
Designation: Partnership Director
Date: 5th September 2016