

## Report to Partnership Meeting 4 April 2014

### PARTNERSHIP

### PROGRAMME OF MEETINGS 2014

#### Purpose of Report

The report advises Members on the dates now proposed for the Partnership Board and Permanent Advisors meetings in 2014.

#### Background

The Partnership Secretary advised Members at the Partnership meeting held in Elgin in November 2013 that the meeting scheduled for 22 August 2014 would clash with the purdah period ahead of the Scottish Independence Referendum on 19 September 2014.

It was agreed to consider this further and amend the meeting dates accordingly including taking account of any impact this might have on subsequent meetings. A new date of 25 and 26 September is proposed for the third meeting of the year and as this would mean two Partnership meetings in quick succession it is proposed to move the date of the final meeting to 27 and 28 November.

Consideration will be given to adding an additional private meeting of the Partnership Board facilitated by telephone or video conferencing in June / July to relieve the issue of the long period between the April and September meetings. This meeting would allow the Board to consider the unaudited accounts for 2013/14.

#### Meeting Schedule

Date	Partnership Meetings	Advisors meetings	Location
23 January 2014		Morning	Inverness
6 and 7 February 2014	Evening meeting followed by full Partnership meeting on Friday Morning		Inverness
13 March 2014		Morning	Inverness
3 and 4 April 2014	Evening meeting followed by full Partnership meeting on Friday Morning		Western Isles
21 August 2014		Morning	Inverness
25 and 26 September 2014	Evening meeting followed by full Partnership meeting on Friday Morning		Inverness

6 November 2014

Morning

Inverness

27 and 28 November  
2014

Evening meeting followed by  
full Partnership meeting on  
Friday Morning

Argyll

### Recommendation

The Board are asked to:

1. Agree that the HITRANS Partnership and Advisors meet in 2014 on the dates and at the locations identified in the table below.
2. Note that additional meetings may be called if circumstances require the Board to meet.

<b>Risk</b>	<b>Impact</b>	<b>Comment</b>
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:** 14<sup>th</sup> March 2014