

## Report to Partnership Meeting 27 November 2015

### PARTNERSHIP

### PROGRAMME OF MEETINGS 2016

#### Purpose of Report

The Partnership Board agreed a programme of meeting dates for 2016 at their meeting on 4 September 2015. However subsequent discussion around the sign off of the Unaudited Accounts in June and the Audited Accounts in September has resulted in a change of date for the June meeting and the addition of a teleconference meeting of the Board to approve the Audited Accounts in late September 2016. This report advises Members on the proposed dates for Partnership Board and Permanent Advisors meetings in 2016 and invites Members to indicate acceptance or changes to the dates.

#### Meeting Schedule

Date	Partnership Meetings	Advisors meetings	Location
21 January 2016		morning	Inverness
4 and 5 February 2016	Evening meeting followed by full Partnership meeting on Friday Morning		Inverness
17 March 2016		morning	Inverness
14 and 15 April 2016	Evening meeting followed by full Partnership meeting on Friday Morning		Western Isles
28 June 2016	Partnership Meeting - Board only	morning	Inverness
25 August 2016		morning	Inverness
15 and 16 September 2016	Evening meeting followed by full Partnership meeting on Friday Morning		Argyll and Bute
27 September 2016	Partnership Meeting – Board only	morning	Tele-conference
3 November 2016		morning	Inverness
24 and 25 November 2016	Evening meeting followed by full Partnership meeting on Friday Morning		Inverness

## Recommendation

The Board are asked to:

1. Agree that the HITRANS Partnership and Advisors meet in 2016 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:** 11<sup>th</sup> November 2015