

Item:
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Report to Partnership Meeting 15 September 2017

PARTNERSHIP

PROGRAMME OF MEETINGS 2018

Purpose of Report

The report advises Members on the proposed dates for Partnership Board and Permanent Advisors meetings in 2018 and invites Members to indicate acceptance or changes to the dates.

Assessment of Change to Approach for Inverness Meetings

The Partnership Board approved a change of approach for meetings held in Inverness that sees these meetings take place on a single day. This was approved on a test basis to understand the potential cost savings from reducing the requirement for overnight accommodation and a dinner on the Thursday evening. It was agreed that a value for money assessment would be undertaken once the full pattern of 2017 meetings has been completed.

This report sets out a proposed set of 2018 meeting dates. For the purpose of diary setting at this time the table follows the same format as 2017 meetings with Inverness meetings being single day sessions with a pre meeting to take place in the morning 1030 to 1200 then lunch followed by a main meeting from 1300 to 1500. The Partnership Board will be invited to consider a report setting out the cost savings realised from the new approach in 2017 and should the Board recommend a return to the Thursday pre meeting and Friday morning meeting for the Inverness Partnership Board meetings it will be simple to insert the pre-meeting to calendars later.

Meeting Schedule

| Date | Partnership Meetings | Advisors meetings | Location |
|--------------------------|--|-------------------|-----------------|
| 18 January 2018 | | Morning | Inverness |
| 2 February 2018 | Partnership Board Meeting only | | Inverness |
| 29 March 2018 | | morning | Inverness |
| 19 and 20 April 2018 | Evening meeting followed by full Partnership meeting on Friday Morning | | Argyll and Bute |
| 22 June 2018 | Partnership Board Meeting only | | Inverness |
| 16 August 2018 | | morning | Inverness |
| 13 and 14 September 2018 | Evening meeting followed by full Partnership meeting on Friday Morning | | Western Isles |
| 1 November 2018 | | morning | Inverness |
| 23 November 2018 | Partnership Board Meeting only | | Inverness |

RISK REGISTER

RTS Delivery

Impact - Positive

Comment – The Board and Advisors Meetings are the focus for HITRANS development and monitoring of actions to support delivery of the RTS.

Policy

Impact – Neutral

Comment – The Board and Advisors Meetings are the focus for HITRANS development and monitoring of actions to develop and approve the Partnerships Policies

Financial

Impact – Positive

Budget line and value – The Partnership's budget setting and monitoring is facilitated through the Partnership Board Meeting.

Equality

Impact – Positive

Comment – Equality elements of the Partnership's activities are reflected in the reports considered at Partnership Meetings.

Recommendation

The Board are asked to:

1. Agree that the HITRANS Partnership and Advisors meet in 2018 on the dates and at the locations identified in the table.
2. Approve that the review of the revised approach to Inverness meetings will be reported to the Board in February for a final decision on meeting format going forward.
3. Note that additional meetings may be called if circumstances require the Board to meet.

Report by: Ranald Robertson
Designation: Partnership Director
Date: 31st August 2017