

Item:

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## **Report to Partnership Meeting 2 February 2018**

### **PARTNERSHIP**

#### **PROGRAMME OF MEETINGS 2018**

##### **Purpose of Report**

The report advises Members on the cost savings estimated from the decision to trial a change in Partnership meetings that has seen Inverness meetings become a long single day meeting rather than past practice.

##### **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.

A cost comparison has been undertaken based on the cost of the November meeting when compared to the 2 day meeting that was held earlier in 2017 in Moray. Cost savings have been realised from the change in approach as follows:

- Lossiemouth meeting cost for both days - £2,054
- Inverness single day meeting - £461.72

The most recent meeting in Inverness presented difficulties in scheduling times particularly where flight arrivals from both the Western Isles and Orkney were disrupted on the day of the meeting. There has also been a change to the Kirkwall – Inverness air service which makes it impossible for OIC representatives to travel to and from Inverness in a single day. Therefore it is likely future single day meeting costs will require overnight attendance by 2 Orkney representatives. To detach future single day meetings from the risk of air service disruption it would seem prudent to plan on the basis of Western Isles attendees also travelling the day before. Therefore moving forward based on the recent experience from the November meeting it would seem prudent to base future costs on five additional persons overnighing in Inverness estimated at an increase of £500 (for dinner bed and breakfast).

Recognising the additional seasonal variation between the peak season meeting in Lossiemouth and the low season meeting in Inverness cost saving for the move to single day meetings in Inverness are estimated to range from £700 to £1,000 per meeting. Annualised the cost saving would apply to two meetings representing a total saving of between £1,400 and £2,000.

##### **Meeting Schedule**

It is not proposed to change the meeting schedule for 2018 based on the information set out above. However Board guidance would be welcome in shaping the meeting pattern for 2019 when a decision can be taken on a return to past practice or sticking with the single day Inverness meeting approach. Another option that might be worth considering for future years is whether the Partnership might move to four meetings per annum rather than five. This would

reflect a reduction in committee meetings at a number of partner Councils and if 3 of the four meetings were two day meetings and one was a single day meeting in Inverness there would be an opportunity to hold a meeting within the Highland Council area at a location other than Inverness. This option would offer merit as a similar scale of cost saving to three of five meetings being single day.

A change to the June meeting date has also been suggested which would see that meeting take place on 15<sup>th</sup> June. The table with the new date is reproduced below.

Date	Partnership Meetings	Advisors meetings	Location
16 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
15 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
16 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 the change in date of the June Partnership meeting to 15 June.
2. Consider the cost saving information set out in respect of single day meeting.
3. Approve the proposal that the cost savings be used to determine the meeting pattern for 2019.
4. Consider which option Members would prefer between the following options:
  - a. 2 x 2 day meetings and 3 x single day meetings in Inverness – no cost saving.
  - b. 4 x 2 day and 1 x 1 day meetings (past practice before 2017) - £1,400 to £2,000 saving on option a.
  - c. 3 x 2 day and 1 x 1 day meeting (hybrid option) – estimate £1,000 saving on option a.
5. Note that additional meetings may be called if circumstances require the Board to meet.

**Report by:** Ranald Robertson  
**Designation:** Partnership Director  
**Date:** 22<sup>nd</sup> January 2018