

Item:

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Report to Partnership Meeting 16 November 2018

PARTNERSHIP

PROGRAMME OF MEETINGS 2019

Purpose of Report

The report advises Members on the proposed dates for Partnership Board and Permanent Advisors meetings in 2019 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. While this has delivered savings in the order of £700 to £1,000 per Inverness meeting this has reduced the ability to have workshop and external attendee input at meetings with a resultant element of compromise. Seeking to find the best value balance it is proposed to retain one of the two single day meetings in Inverness in the proposed schedule of meetings for 2019.

Meeting Schedule

Date	Partnership Meetings	Advisors meetings	Location
24 January 2019		Morning	Inverness
8 February 2019	Partnership Board Meeting only		Inverness
4 April 2019		morning	Inverness
25 and 26 April 2019	Evening meeting followed by full Partnership meeting on Friday Morning		Orkney
29 August 2019		morning	Inverness
12 and 13 September 2019	Evening meeting followed by full Partnership meeting on Friday Morning		Moray
30 October 2019		morning	Inverness
14 and 15 November 2019	Evening meeting followed by full Partnership meeting on Friday Morning		Highland

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

Members are asked to:

1. Agree that the HITRANS Partnership and Advisors meet in 2019 on the dates and at the locations identified in the table.

Report by: Ranald Robertson
Designation: Partnership Director
Date: 5th November 2018