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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  7 December 2023 | AGENDA ITEM REPORT No HLH /23 |

## **BOARD AND COMMITTEE MEETING DATES 2024 - Report by Chief Executive**

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| **Summary** This report sets out the meeting dates for High Life Highland for 2024.  It is recommended that Directors: -   1. agree dates and timings as detailed in **Appendix A**; and 2. note the position relating to Directors’ facility visits. |

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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports all the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan   1. Seek to continuously improve standards of health and safety. 2. Commit to the Scottish Government’s zero carbon targets and maintain the highest standards in environmental compliance. 3. Use research and market analysis to develop and improve services to meet customer needs. 4. Increase employee satisfaction, engagement and development to improve staff recruitment and retention. 5. Improve the financial sustainability of the company. 6. Value and strengthen the relationship with THC. 7. Develop and deliver the HLH Corporate Programme and seek to attract capital investment. 8. Use research and market analysis to develop and deliver proactive marketing and promotion of HLH and its services. 9. Initiate and implement an ICT digital transformation strategy across the charity. 10. Develop and strengthen relationships with customers, key stakeholders, and partners. 11. Deliver targeted programmes which support and enhance the physical and mental health and wellbeing of the population, and which contribute to the prevention agenda. |
| **2.** | **Background** |
| 2.1  2.2 | The current pattern of four meetings per year for the Charity Board, the Trading Company, the Finance and Audit Committee and the HSEC Committee has been maintained for 2024, with Board and Committee meetings taking place on the same day where possible resulting in both time and environmental savings.  The Highland Council (THC) approved calendar of meetings for 2024 has been consulted in preparing the draft calendar for HLH to avoid clashes with known THC Director commitments and these dates have been avoided as far as possible. |
| 3**.** | **Meeting Dates** |
| 3.1 | **Appendix A** proposes meeting dates and times for 2024, for both HLH Boards, both Committees and Inverness Castle Project Delivery group. |
| 3.2 | If required, a meeting date will be arranged should the Nominations Committee be required to meet in 2024, to shortlist and interview prospective Directors and to make recommendations to The Highland Council in relation to the selection of appropriate individuals for appointment as Independent Directors. |
| **4.** | **Facility Visits** |
| 4.1 | Given the previously discussed diary challenges in arranging facility visits for Directors, it was agreed that future visits should be arranged around specific opening of buildings, either new or refurbished, or planned events. |
| 4.2 | It is suggested that in addition, Directors should aim to visit a minimum of 3 facilities/teams at any point in the year, letting the Chief Executive know in advance. Visits will be co-ordinated around operating requirements at the time. Directors will also be contacted seeking attendance at key events where this is possible. |
| **5.** | **Implications** |
| 5.1  5.2  5.3  5.4 | Resource Implications – there are no new resource implications arising from the recommendations of this report.  Legal Implications – there are no new legal implications arising from the recommendations of this report.  Equality Implications – there are no equality implications arising from the recommendations of this report.  Risk Implications – there are no risk implications arising from the recommendations of this report. |
| **Recommendation** It is recommended that Directors: -   1. agree dates and timings as detailed in **Appendix A**; and 2. note the position relating to Directors’ facility visits. | |

Designation: Chief Executive

Date: 27 November 2023

Author: Jackie MacKenzie, Head of Governance and Scrutiny

**HIGH LIFE HIGHLAND – KEY MEETING DATES 2024**  **Appendix A**

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| **DAY** | **DATE** | **MEETING/EVENT** | **START TIME** |
| Monday | 12.02.24 | Finance and Audit Committee | 10.00 am |
| Monday | 12.02.24 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Friday | 01.03.24 | Inverness Castle Project Delivery Group | 9.00 am |
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| Wednesday | 13.03.24 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 13.03.24 | AGM | 2.00 pm |
| Wednesday | 13.03.24 | HLH Board Meeting | 2.10 pm |
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| Monday | 13.05.24 | Finance and Audit Committee | 10.00 am |
| Wednesday | 22.05.24 | Health, Safety and Environmental Compliance Committee (tbc) | 2.00 pm |
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| Friday | 07.06.24 | Inverness Castle Project Delivery Group | 9.00 am |
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| Wednesday | 12.06.24 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 12.06.24 | HLH Board Meeting | 2.00 pm |
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| Monday | 12.08.24 | Finance and Audit Committee | 10.00 am |
| Monday | 12.08.24 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Wednesday | 28.08.24 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 28.08.24 | HLH Board Meeting | 2.00 pm |
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| Friday | 06.09.24 | Inverness Castle Project Delivery Group | 9.00 am |
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| Monday | 11.11.24 | Finance and Audit Committee | 10.00 am |
| Monday | 11.11.24 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Friday | 29.11.24 | Inverness Castle Project Delivery Group | 9.00 am |
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| Wednesday | 11.12.24 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 11.12.24 | HLH Board Meeting | 2.00 pm |