

BOARD AND COMMITTEE MEETING DATES 2025 - Report by Chief Executive

Summary

This report sets out the meeting dates for High Life Highland for 2026.

It is recommended that Directors: -

- i. agree dates and timings as detailed in **Appendix A**; and
- ii. note the position relating to Directors' facility visits.

1. Strategic Contribution

1.1 High Life Highland's (HLH) purpose is **Making Life Better**. The HLH Strategy for 2025-2030, contains five strategic objectives which support the delivery of this purpose, and this report supports all of the outcomes in the strategy.

1. Delivery of affordable, accessible, and inclusive services across the region.
2. Maximise and grow our income to re-invest across our services.
3. Ensure a consistent high value of delivery across HLH services.
4. Commit to the net zero and sustainability agenda.
5. **Efficient and effective service delivery through our people and processes.**

2. Background

2.1 The current pattern of four meetings per year for the Charity Board, the Trading Company Board, the Finance and Audit (F&A) Committee and the Health Safety and Environmental Compliance (HSEC) Committee has been maintained for 2026, with Board and Committee meetings taking place on the same day where possible resulting in both time and environmental savings.

2.2 The Charity Board and Trading Board meetings will be held in person (with a hybrid option available). The F&A Committee and the HSEC Committee meetings will continue to be held virtually, with the option of in person meetings if wished.

2.3 The Highland Council (THC) approved calendar of meetings for 2026 has been consulted in preparing the draft calendar for High Life Highland to avoid clashes with known THC Director commitments and these dates have been avoided as far as possible. Further, the draft calendar was then shared with both Board and Committee Chairs and Vice Chairs along with THC Committee Services, for review and to confirm availability.

2.4 Where Directors are not members of the F&A Committee and HSEC Committee meeting it is hoped they will take the time to attend and contribute to one meeting annually to familiarise themselves with each committee's work.

3. Meeting Dates

- 3.1 **Appendix A** proposes meeting dates and times for 2026, for both HLH Boards and both Committees.

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 Resource Implications – there are no new resource implications arising from the recommendations of this report.
- 5.2 Legal Implications – there are no new legal implications arising from the recommendations of this report.
- 5.3 Impact Assessment - All policies, strategies, or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken. An impact assessment is not required for this report.
- 5.4 Risk Implications – there are no risk implications arising from the recommendations of this report.

Recommendation

It is recommended that Directors: -

- i. agree dates and timings as detailed in **Appendix A**; and
- ii. note the position relating to Directors' facility visits.

Designation: Chief Executive

Date: 27 November 2025

Author: Jackie MacKenzie, Head of Governance and Scrutiny

HIGH LIFE HIGHLAND – KEY MEETING DATES 2026**Appendix A**

DAY	DATE	MEETING/EVENT	START TIME
Monday	09.02.26	Finance and Audit Committee	10.00 am
Monday	09.02.26	Health, Safety and Environmental Compliance Committee	2.00 pm
Wednesday	18.03.26	HLH (Trading) C.I.C. Board Meeting	10.30 am
Wednesday	18.03.26	AGM	2.00 pm
Wednesday	18.03.26	HLH Board Meeting	2.10 pm
Monday	11.05.26	Finance and Audit Committee	10.00 am
Monday	11.05.26	Health, Safety and Environmental Compliance Committee	2.00 pm
Wednesday	17.06.26	HLH (Trading) C.I.C. Board Meeting	10.30 am
Wednesday	17.06.26	HLH Board Meeting	2.00 pm
Monday	10.08.26	Finance and Audit Committee	10.00 am
Monday	10.08.26	Health, Safety and Environmental Compliance Committee	2.00 pm
Wednesday	09.09.26	HLH (Trading) C.I.C. Board Meeting	10.30 am
Wednesday	09.09.26	HLH Board Meeting	2.00 pm
Monday	09.11.26	Finance and Audit Committee	10.00 am
Monday	09.11.26	Health, Safety and Environmental Compliance Committee	2.00 pm
Monday	07.12.26	HLH (Trading) C.I.C. Board Meeting	10.30 am
Monday	07.12.26	HLH Board Meeting	2.00 pm