

Programme of Meetings

1. INTRODUCTION

- 1.1 This paper presents the proposed dates for the Partnership Board meetings in 2024, along with the full schedule of SEStran meetings contained in **Appendix 1** of the report.
- 1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

2. PROPOSED MEETING DATES

- 2.1 The proposed dates for the Partnership Board are:
 - Friday 15th March 2024
 - Friday 21st June 2024
 - Friday 27th September 2024
 - Friday 6th Dec 2024
- 2.2 Members should note that the Partnership Board and the Performance and Audit Committee will be held as hybrid meetings, unless agreed otherwise. These meetings will take place in person at the City Chambers, Edinburgh or via Microsoft Teams. The remaining meetings will be held online via Microsoft Teams, again unless there is a requirement for an in-person meeting. To assist with diary management, calendar invites will be issued in advance for all scheduled meetings.
- 2.3 Since March 2020 the organisation has transitioned from full online meetings to hybrid arrangements and whilst these have been successful and necessary to support operational and governance provisions, it has been suggested that the organisation would benefit from having more in person meetings. In particular, in person meetings would improve engagement with members. Therefore, it is proposed that an in person meeting is trialled for the March 2024 Partnership Board. Should members agree to this proposal, the meeting will be held in the City Chambers. Members who have difficulty attending in person, will be given access to join online.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Board:
 - 3.1.1 Approves the proposed programme of meetings for 2024
 - 3.1.2 Agrees to trialling an in person meeting of the March 2024 Partnership Board
 - 3.1.3 Notes the hosting arrangements for the future meetings.

Angela Chambers
Business Manager
24 November 2023

Appendix 1: Calendar of meetings 2024.

Policy Implications	None
Financial Implications	Cost of hosting in person meetings which will be contained within approved budgets.
Equalities Implications	Providing meeting options that are accessible for all.
Climate Change Implications	Using meeting venues that have hybrid meeting facilities, good public transport links and central locations.

SEStran Calendar of Meetings 2024

ITEM A8. APPENDIX 1

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Partnership Board - 09:30 - 14:00			15/03/2024			21/06/2024			27/09/2024			06/12/2024
Performance & Audit Committee - 09:30 - 12:30			01/03/2024			07/06/2024			13/09/2024		22/11/2024	
Chief Officer Liaison Group - 14:00 - 16:30		14/02/2024			22/05/2024			21/08/2024			06/11/2024	
Integrated Mobility Forum - 10:00-12:30				25/04/2024						10/10/2024		
Logistics & Freight Forum - 13:30-16:30					30/05/2024						21/11/2024	
Equalities & Access to Healthcare Forum 10:00-12:30		29/02/2024							26/09/2024			