

Programme of Meetings

1. INTRODUCTION

- 1.1 This paper presents the proposed dates for the Partnership Board meetings in 2025, 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 14th March 2025
 - Friday 20th June 2025
 - Friday 26th September 2025
 - Friday 5th Dec 2025
- 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.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Board:
 - 3.1.1 Approves the proposed programme of meetings for 2025
 - 3.1.2 Notes the hosting arrangements for the future meetings.

Angela Chambers
Business Manager
29 November 2024

Appendix 1: Calendar of meetings 2025.

Policy Implications	None
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ITEM 9. Programme of Meetings 2025

APPENDIX 1

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board - 09:30 - 14:00			14/03/2025			20/06/2025			26/09/2025			05/12/2025
Performance & Audit Committee - 13:00 - 15:00		28/02/2025				06/06/2025			12/09/2025		21/11/2025	
Integrated Mobility Forum - 10:00-12:00				24/04/2025						09/10/2025		
Logistics & Freight Forum - 14:00-16:00					29/05/2025						20/11/2025	
Equalities & Access to Healthcare Forum - 10:00-12:00		27/02/2025							25/09/2025			

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.

Programme of SEStran Meetings 2025

Item A9. Appendix 1

Performance & Audit Committee	Friday 28 th Feb 25	1pm	City Chambers/Hybrid
Partnership Board	Friday 14 th Mar 25	10am	City Chambers/Hybrid
Performance & Audit Committee	Friday 6 th Jun 25	1pm	City Chambers/Hybrid
Partnership Board	Friday 20 th Jun 25	10am	City Chambers/Hybrid
Performance & Audit Committee	Friday 12 th Sep 25	1pm	City Chambers/Hybrid
Partnership Board	Friday 26 th Sep 25	10am	City Chambers/Hybrid
Performance & Audit Committee	Friday 21 st Nov 25	1pm	City Chambers/Hybrid
Partnership Board	Friday 5 th Dec 25	10am	City Chambers/Hybrid