

## Board Meeting

Date of Meeting	Monday 21 June 2021
Paper Title	Board Calendar and Meeting Arrangements 2021-22
Agenda Item	16
Paper Number	BM8-L
Responsible Officer	Board Secretary
Status	Disclosable
Action	For Approval

### 1. Report Purpose

- 1.1.** To seek Board approval of a calendar of meeting dates and consider meeting arrangements for 2021-22.

### 2. Recommendations

**2.1** The Board is invited to:

- a) Approve the calendar provided at Appendix 1.
- b) Note the current status of arrangements to hold Board and committee meetings virtually or in person.

### 3. Report

- 3.1.** A draft calendar for 2021-22 is provided at Appendix 1.
- 3.2.** The Board has maintained effective governance arrangements during 2020-21 in the context of restrictions associated with the current pandemic by holding all meetings via Microsoft Teams. Meeting practices have been modified to accommodate the changes and attendance at both Board and Committees has remained high throughout the period.
- 3.3.** It is hoped that there may be opportunities for members to meet face to face on some occasions, whether for ordinary meetings or for development or other events, subject to accessibility of meeting venues, Scottish Government guidance and other considerations. For the time being, however, the Chair's position is that:
- Board meetings should remain online, with the position being kept under continual review during 2021-22. 'Hybrid' arrangements will also be considered, with some members attending in person and others attending via video-conference.
  - Committee meetings should remain online during 2021-22.

#### **4. Risk Analysis**

**4.1** Any decision impacting on governance arrangements should be taken with regard to Risk 0012: The capacity and capability of the Board is inadequate and standards of governance fall below the level required, and Risk 0013: There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

#### **5. Legal Implications**

**5.1** There are no specific legal issues associated with this paper.

#### **6. Resource Implications**

**6.1** There are no immediate resource implications associated with this paper. Any use of video-conferencing would be dependent on its availability at meeting venues.

#### **7. Equalities Implications**

**7.1** There are no direct equalities implications associated with the report. In considering the use of video-conferencing for hybrid meetings in future, flexibility of access may be beneficial to some members.

#### **8. Strategic Implications**

**8.1** There are no specific implications for the strategic plan associated with this paper.

### Board and Committee Meeting Dates Session 2021-22

Date	Meeting	Time
Monday 13 September 2021	Strategic Planning Day	Full Day
Thursday 23 September 2021	N&R Committee	1100hrs
Wednesday 29 September 2021	P&R Committee	1400hrs
Tuesday 5 October 2021	A&A Committee	1100hrs
Monday 18 October 2021	Board	1300hrs
Thursday 9 December 2021	N&R Committee	1100hrs
Wednesday 15 December 2021	P&R Committee	1400hrs
Tuesday 11 January 2022	A&A Committee	1100hrs
Monday 24 January 2022	Board	1300hrs
Tuesday 8 March 2022	A&A Committee	1100hrs
Thursday 10 March 2022	N&R Committee	1100hrs
Wednesday 16 March 2022	P&R Committee	1400hrs
Monday 28 March 2022	Board	1300hrs
Thursday 26 May 2022	N&R Committee	1100hrs
Tuesday 31 May 2022	A&A Committee	1100hrs
Wednesday 8 June 2022	P&R Committee	1400hrs
Monday 20 June 2022	Board	1300hrs

Informal board networking sessions and board training and development sessions will also be scheduled in due course.