**HIGH LIFE HIGHLAND** 28

**REPORT TO BOARD OF DIRECTORS**

**11 December 2024**

AGENDA ITEM 6 REPORT No HLH /26 /24

###### BOARD AND COMMITTEE MEETING DATES 2025 - Report by Chief Executive

**Summary**

This report sets out the meeting dates for High Life Highland for 2025. 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 | High Life Highland’s (HLH) purpose is Making Life Better. The HLH Business Plan contains eleven Business Outcomes which support the delivery of this purpose, and this report supports all the outcomes from the 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 | 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 2025, 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 Finance and Audit Committee and the HSEC Committee meetings will continue to be held virtually, with the option of in person meetings if wished. |

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| 2.3 | The Highland Council (THC) appro2v9ed calendar of meetings for 2025 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. Further, the draft calendar was then shared with both Board and Committee Chairs and Vice Chairs along with THC Democratic Services, for review and to confirm availability. |
| 2.4 | Where Directors are not members of the Finance and Audit Committee and Health, Safety and Environmental Compliance 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 2025, for both HLH Boards and both Committees. |
| 3.2 | Meeting dates have been agreed for the Inverness Castle Project Delivery Group (note increased frequency of meetings scheduled throughout 2025 until the facility opens) and are noted on **Appendix A**. |
| 3.3 | Meeting dates have been agreed with the Nominations Committee to shortlist and interview prospective HLH Board Directors and to make recommendations to The Highland Council in relation to the selection of appropriate individuals for appointment as Independent Directors, and are noted on **Appendix A**. |
| **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**

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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: 28 November 2024

Author: Jackie MacKenzie, Head of Governance and Scrutiny

**HIGH LIFE HIGHLAND – KEY MEETING DATES 2025 Appendix A**

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| **DAY** | **DATE** | **MEETING/EVENT** | **START TIME** |
| Friday | 10.01.25 | Inverness Castle Delivery Group | 9.00am |
|  |  |  |  |
| Friday | 24.01.25 | Nominations Committee – Director short listing | TBC |
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| Friday | 07.02.25 | Inverness Castle Delivery Group | 9.00am |
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| Monday | 10.02.25 | Finance and Audit Committee | 10.00 am |
| Monday | 10.02.25 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Friday | 14.02.25 | Nominations Committee – Director interview | TBC |
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| Friday | 07.03.25 | Inverness Castle Delivery Group | 9.00 am |
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| Wednesday | 19.03.25 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 19.03.25 | AGM | 2.00 pm |
| Wednesday | 19.03.25 | HLH Board Meeting | 2.10 pm |
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| Friday | 04.04.25 | Inverness Castle Delivery Group | 9.00 am |
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| Friday | 02.05.25 | Inverness Castle Delivery Group | 9.00 am |
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| Monday | 12.05.25 | Finance and Audit Committee | 10.00 am |
| Monday | 12.05.25 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Friday | 06.06.25 | Inverness Castle Delivery Group | 9.00 am |
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| Wednesday | 18.06.25 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 18.06.25 | HLH Board Meeting | 2.00 pm |
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| Friday | 04.07.25 | Inverness Castle Delivery Group | 9.00 am |
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| Friday | 01.08.25 | Inverness Castle Delivery Group | 9.00 am |
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| Monday | 11.08.25 | Finance and Audit Committee | 10.00 am |
| Monday | 11.08.25 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Wednesday | 03.09.25 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 03.09.25 | HLH Board Meeting | 2.00 pm |
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| Friday | 05.09.25 | Inverness Castle Delivery Group | 9.00 am |
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| Monday | 10.11.25 | Finance and Audit Committee | 10.00 am |
| Monday | 10.11.25 | Health, Safety and Environmental Compliance Committee | 2.00 pm |
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| Monday | 08.12.25 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Monday | 08.12.25 | HLH Board Meeting | 2.00 pm |