



## Agency Board Meeting 29 July 2014

Board Report Number: SEPA 24/14

### Draft Board and Committee Meeting Schedule 2015

**Summary:** The proposed schedule of meeting dates in 2015 is attached and the Board is invited to approve this as its working calendar for the year. The draft schedule is provided as early as possible to allow members to plan their forward schedules.

To fall in to line with business needs most of the Agency Board meetings have been moved the last Tuesday in the month.

It is proposed that to co-ordinate with KPMG audit reporting dates, the Audit Committee meeting usually held in October will be held in September, with the Agency Board meeting being held in the afternoon of that day. The Agency Board seminar session and Strategy Board meeting will be held in October.

**Risks:** N/A

**Financial Implications:** N/A

**Staffing Implications:** N/A

**Environmental and Carbon Impact:** N/A

**Purpose of the report:** For approval

**Report Author:** Allan Reid, Clerk to the Board

**Appendices:** Calendar of Board and Committee meetings in 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mon						1						
Tues						2			1			1
Wed				1		3	1		2			2
Thurs	1			2		4	2		3	1		3
Fri	2			3 Good Friday	1	5	3		4	2		4
Sat	3			4	2	6	4	1	5	3		5
Sun	4	1	1	5	3	7	5	2	6	4	1	6
Mon	5	2	2	6 Easter Monday	4	8	6	3	7	5	2	7
Tues	6	3	3	7	5	9	7	4	8	6	3	8
Wed	7	4	4	8	6	10	8	5	9	7	4	9
Thurs	8	5	5	9	7	11	9	6	10	8	5	10
Fri	9	6	6	10	8	12	10	7	11	9	6	11
Sat	10	7	7	11	9	13	11	8	12	10	7	12
Sun	11	8	8	12	10	14	12	9	13	11	8	13
Mon	12	9	9	13	11	15	13	10	14	12	9	14
Tues	13	10	10	14	12	16	14	11	15	13	10	15
												15 Audit
Wed	14	11	11	15	13	17	15	12	16	14	11	16
Thurs	15	12	12	16	14	18	16	13	17	15	12	17
Fri	16	13	13	17	15	19	17	14	18	16	13	18
Sat	17	14	14	18	16	20	18	15	19	17	14	19
Sun	18	15	15	19	17	21	19	16	20	18	15	20
Mon	19	16	16	20	18	22	20	17	21	19	16	21
Tues	20	17	17	21	19	23	21	18	22	20	17	22
			17 Audit	21	19	23	21	18	22	20	17	22
			17 Strategy			23	21					
Wed	21	18	18	22	20	24	22	19	23	21	18	23
Thurs	22	19	19	23	21	25	23	20	24	22	19	24
Fri	23	20	20	24	22	26	24	21	25	23	20	25
Sat	24	21	21	25	23	27	25	22	26	24	21	26
Sun	25	22	22	26	24	28	26	23	27	25	22	27
Mon	26	23	23	27	25	29	27	24	28	26	23	28
Tue	27	24	24	28	26	30	28	25	29	27	24	29
				28 Board	26 Board	30	28 Board	25	29	27	24 Board	29
				29					29	27	24	
Wed	28	25	25	30	27		29	26	30	28	25	30
Thurs	29	26	26		28		30	27		29	26	31
Fri	30	27	27		29		31	28		30	27	
Sat	31	28	28		30			29		31	28	
Sun			29		31			30			29	
Mon			30					31			30 St Andrew's Day	
Tues			31									

Board Public Board meeting  
Strategy Private Board meeting  
Audit Audit Committee

as at 15 July 2014