

**The Highland Council**  
**Redesign Board 18<sup>th</sup> April 2016**

Agenda Item	<b>6</b>
Report No	<b>RDB/ 3/16</b>

**Operating Arrangements for the Board**

Report by the Chief Executive

**1. Operating arrangements**

- 1.1 The Council agreed that 16 members would participate in the Board. These Members would be retained throughout the term of the Board.
- 1.2 There are a number of matters for the Board to consider about how it intends to operate. Several issues were raised during the discussion at the Council meeting. These include:
1. The frequency of meetings – progress reports are expected for each Council meeting before the reports for December 2016 and March 2017;
  2. How to make the work of the Board accessible, e.g.:
    - a. Board papers posted on the website in advance of meetings and minutes made available on-line;
    - b. Whether other Councillors can attend the Board meetings; and
  3. The need for Board Members to feed back to their groups.
- 1.3 Board Members have agreed they wish to draw on external advice and challenge. Members may have views on people to invite or organisations they want contact with. The staff side representatives have already requested involvement in the Working Group discussions.
- 1.4 In developing a project plan for the Board, Members at Council highlighted the need for:
- Being clear about risks; and
  - Developing a communication / engagement plan.
- While the Terms of Reference and methods proposed, as reported separately, will inform the approach to risk and communications, Members may have further ideas to share at this stage.
- 1.5 Board Members may also want to consider a name for the Board that communicates its purpose simply and supports the ethos of how it wants to operate. This could support the communication / engagement plan. The 'Shaping You Council Board' was one suggestion but Members may have other ideas to share.

**2. Recommendation**

2.1 Members are asked to consider how they wish the Board to operate. Some key issues are highlighted above, but Members may have other issues to discuss as well.