

Natural Resources Wales

Board Meeting

4 September 2013

Paper Title	Board and Committee Dates – 2014/15
Paper Reference:	Paper: NRW B (O) 33.13
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Purpose of Paper:	For information
Recommendation:	To note the 2014/15 schedule of dates for NRW Board and Committee meetings.

Impact: To note – all headings might not be applicable to the topic	Impact on the Environment: Impact on the Economy: Impact on Community: Impact on Knowledge:
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Issue

1. It would be beneficial for Members' diaries, planning purposes and for stakeholder/partner engagement to agree in advance, the schedule of dates for 2014/15.

Context

2. The schedule of Board meetings is planned around the financial year with a logical flow of business between main Board meetings and Board committees.

Proposals

Main Board meeting frequency, pattern and location

3. It is proposed that the Board meets 6 times a year for 2 consecutive days, avoiding school holidays, the Royal Welsh Show and other meetings to which the Chair and members attend on behalf of NRW, eg JNCC. The meetings will be held mid week either on Tuesday and Wednesdays, or Wednesdays Thursdays to avoid travel encroaching upon the weekend.
4. The meetings will continue to be peripatetic around Wales and wherever possible, community based or third sector venues will be used.
5. The proposed dates and locations based on this pattern are attached at Annex 1.

Meeting format

The meetings will continue with their current format:

Day 1 – Arrival and light lunch

Day 1 – 1300-1700 hrs - Visits, briefings, workshops meeting staff and stakeholders with primary purpose of advisory input from Board to Executive and to develop Board understanding of NRW activity and stakeholder issues. Closed session of the Board.

Day 1 - evening reception for invited stakeholders

Day 2 – 0900 – 1300 hrs – Main Board session open to public attendance.

Day 2 – open lunchtime reception for local community/stakeholders held in suitable community based meeting venue.

Supporting Committee arrangements

6. To support the pattern of main Board meetings the following arrangements for supporting committees should also be formalised:

Remuneration Committee – The committee will continue its practice of meeting four times per year and to reduce travelling, will be arranged on the same day as the Audit and Risk Assurance Committee. Chair of the Committee will report on the business to the subsequent Board meeting.

Audit and Risk Assurance Committee – The committee will continue to meet four times a year on the same days as the Remuneration Committee to reduce travelling. Chair of the Committee will report on the business to the subsequent Board meeting. This and REMCOM have the option of holding the meetings by video conferencing to further reduce travel.

Protected Areas Committee – three dates are proposed but Committee will convene on a case by case basis to suit business needs.

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SCHEDULE OF BOARD/COMMITTEE DATES – 2014-2015

Annex 1

DATE	BOARD	AUDIT	REMUNERATION	PROTECTED SITES COMMITTEE	LOCATION (board meeting)
28 January (Tuesday) * if required				✓	South or Mid Wales
11 February (Tuesday)	✓ pm				South West Wales
12 February (Wednesday)	✓ am				
14 March (Friday)		✓	✓		
2 April (Wednesday)	✓ pm				Mid East/West Wales
3 April (Thursday)	✓ am				
13 May (Tuesday)	✓ pm				North West Wales
14 May (Wednesday)	✓ am				
6 June (Friday)		✓ *Teleconference	✓		
16 June (Monday) * if required				✓	Mid Wales
8 July (Tuesday)	✓ pm				South East Wales
9 July (Wednesday)	✓ am				
11 July (Friday)		✓			
26 September (Friday)		✓	✓		
1 October (Wednesday)	✓ pm				Mid East/West Wales
2 October (Thursday)	✓ am				
17 November (Monday) * if required				✓	
14 November (Friday)		✓	✓		
3 December (Wednesday)	pm				South West Wales
4 December (Thursday)	am				
18 February (Wednesday)	pm				North East Wales
19 February (Thursday)	am				
20 March (Friday)		✓	✓		

