

Consumer Focus Board

Paper 6.1

Title:	Proposed dates and arrangements for Board meetings and awaydays in 2010
Purpose:	For information
Date of meeting:	29 June 2009
Responsible officer:	Ed Mayo
Prepared by:	Sarah Phillips
Attachments:	Annex 1: Proposed Consumer Focus Board meetings 2010 calendar Annex 2: Planned Consumer Focus Board meetings 2009 calendar Annex 3: Dates of meetings of all Consumer Focus Boards 2009

1 Overview

- 1.1 The Board is required to approve a forward timetable of meetings. This paper proposes dates for 2010 meetings for the main Board and the HR and Audit and Risk Committees. Following feedback from Board members a final set of dates will be brought to the Board for approval.
- 1.2 Dates have been designed to enable eight planned meetings of the Board with four timed to receive quarterly reports on financial and performance achievement against the KPIs on the Balanced Scorecard. Bank holidays have been taken into account.
- 1.3 A Joint Boards' Awayday is planned for early next summer, tentatively in Glasgow.
- 1.4 For reference, the dates of meetings planned for 2009 are attached in calendar form at Annex 2, and with times and the dates of the country Boards at Annex 3.

2 Action for the Board

- 2.1 Board Members are asked to consider the proposed dates for meetings in 2010 and notify the Secretariat if they pose significant clashes with other commitments.

3 Next steps

- 3.1 The Secretariat will consider feedback from Board members and then firm up dates in liaison with the secretariats in CFS, CFW and CFPNI who will be setting their Board meeting dates. The final set will be approved by the Board in the autumn and then published on the website.

Annex 1

Consumer Focus - Proposed Board Meetings 2010

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

July				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Key:

Board

HR Committee

Audit & Risk

Joint Boards' Awayday

Annex 2

Consumer Focus - Planned Board Meetings 2009

January				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Key:

Board

HR Committee

Audit & Risk

Joint Boards' Awayday

Annex 3

2009 Dates for Consumer Focus Board and Committee meetings

Main Board

1. 12th January
2. 3rd February
3. 16th March
4. 7th May
5. **29th June (9.30 – 13.30)**
6. **9th July – *Note this replaces the original date of 4th of August***
7. **15th September (09.30-13.30)**
8. **13th October (09.30-13.30)**
9. **1st December (09.30-13.30) – probably in Cardiff**

Audit and Risk Committee

1. 13th January
2. 10th March
3. 2nd June (14.30-16.30) – informal discussion not a formal meeting
4. **9 July (10-11.30)**
5. **14th October (14.30-16.30)**

HR Committee

1. 21st January
2. 17th March
3. 6th May
4. **29th June (13.30- 15.30)**
5. **14th September (13.30- 16.00)**
6. **12th October (13.30- 16.00)**
7. **12th October (13.30- 16.00)**
8. **30th November (13.30-16.00 – tbc - poss. in Cardiff)**

Joint Boards' Awayday: 30th June

Wales Board

1. 22nd January
2. 26th March
3. **21st May**
4. **16th July**
5. **16th September**
6. **26th November**

N.I Post Board

1. 22nd January
2. 12th March
3. 30th April 2009
4. **25th June 2009**
5. **30th July 2009 - tbc**
6. **10th September**
7. **08th October**
8. **26th November**

Scotland Board

1. 10 February
2. 24th March
3. 12th May
4. **7th July**
5. **11th August**
6. **22nd September**
7. **20th October**
8. **8th December**

