

**MEETING: 13 JUNE 2019**

**REPORT BY: SECRETARY TO THE COMMISSION**

**COMMISSION MEETING ARRANGEMENTS 2020**

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### **Purpose**

1. The purpose of this report is to propose meeting arrangements for the Commission for 2020.

### **Background**

2. The Commission has in its Strategy a commitment to continuously improve how it does its business and to consider how it can manage better its business.
3. This paper seeks the Commission's approval of a schedule of meetings for 2020. It also reviews aspects of how the Commission conducts its business.

### **Summary proposal**

4. The Commission has in place an approach to meeting which has the following features:
  - 11 monthly Commission meetings, with a break in July.
  - Meetings generally on the second Thursday of every month.
  - Meetings start at 10.15am, preceded by an informal private business session at 9.30am.
  - Quarterly committee meetings, with two optional dates (see paragraph 9 below) in late spring and autumn.
  - Committees meet on the same day, with the Financial Audit and Assurance Committee meeting at 10.00am and the Performance Audit Committee starting at 2.00pm.
  - A guest speaker session during committee meeting days.
5. The attached Appendix proposes a schedule of meetings for 2020.

### **Conducting our business**

6. The Commission has progressed several aspects of its meeting arrangements in recent years, including improvements to the agenda style; scheduling a members' private business session; holding a meeting of its committees in the Audit Scotland office in Glasgow; and improvements to the publicising and reporting of meetings on social media and website.
7. It is proposed to continue the practice of holding the September meeting of the committees in Glasgow. (Members have already agreed that this year's committee meetings - on 26 September – will be held in Glasgow.)
8. The Commission is asked to consider if there is anything else in its current meeting arrangements that it would like to review.

## **Committee days**

9. The Commission's committees meet quarterly. This year, in addition, there were two optional dates identified, in June and August 2019. The Performance Audit Committee will meet in June and I will notify members in early course about any need for the committees to meet in August. I therefore propose the same arrangement for 2020.
10. This year the Commission has also continued the practice of having a guest speaker on the day that its committees meet. The schedule for the remainder of the year is:
  - 26 September – Poverty and inequalities
  - 28 November – Scottish Crown Estate
11. Members also recently considered a range of possible subjects for beyond this period, with the following provisionally agreed (subject to agreeing the overall calendar for meetings):
  - February 2020: Integration authorities
  - April 2020: National Performance Framework.

## **Strategy seminars**

12. In considering the proposed schedule, the Commission should also consider the scheduling of its strategy seminars, of which there are two during the year. We have discussed previously reviewing the purpose and use of the two events, with a desire of making more use of our autumn event. The arrangements in this regard are still being refined, so it is proposed that, as a placeholder, members reserve two sets of dates involving an overnight event, but with the likelihood that only one of these will be required (and the other reverts to a daytime event). Detailed arrangements will be made and reported to the Commission in early course.

## **Conclusion**

13. The Commission is invited:
  - a) To consider the proposed schedule and arrangements for meetings of the Commission and its committees in 2020.
  - b) If minded to retain a speaker session during committee days, note the schedule of speakers for the remainder of 2019 and early 2020 (set out in paragraphs 10 and 11).
  - c) To consider the proposal to provisionally hold two sets of dates for overnight strategy seminar events.

**Paul Reilly**  
**Secretary to the Accounts Commission**  
**4 June 2019**

## **APPENDIX**

### **ACCOUNTS COMMISSION**

#### **MEETING SCHEDULE 2020**

9 January	Accounts Commission
6 February	Accounts Commission
20 February	Committees
12 March	Accounts Commission
17 & 18 March	Strategy seminar (provisional)
9 April	Accounts Commission
23 April	Committees
7 May	Accounts Commission
11 June	Accounts Commission
18 June	Committees (optional date – only if business requires)
13 August	Accounts Commission
27 August	Committees (optional date – only if business requires)
10 September	Accounts Commission
15 & 16 September	Strategy seminar (provisional)
24 September	Committees (Glasgow)
8 October	Accounts Commission
12 November	Accounts Commission
26 November	Committees
10 December	Accounts Commission

#### **Proposed ‘committee day’ arrangements:**

10.00am – 12.00pm: Financial Audit and Assurance Committee

12.15pm – 12.45pm: Lunch

12.45pm – 1.45pm: Visiting speaker

2.00pm – 4.00pm: Performance Audit Committee