

# Board Meeting Agenda

**Date:** Thursday 19<sup>th</sup> December 2019  
**Time:** 9.30am – 1.00pm  
**Location:** MacDonald Holyrood Hotel, 81 Holyrood Road, Edinburgh EH8 8AU

<b>Members</b>	Andrew Thin Rob McGregor David Middleton Carolyn Sawers Catherine Topley Michelle Wailes	- Chair - Board Member - Board Member - Board Member - Chief Executive - Board Member
<b>Attendees</b>	Nicola Christie Katie Hughes Claire Lithgow Richard Millar Josie Saunders Cath Mitchell Martin Ritchie Brian Spence	- Head of Legal Services – Secretary to the Board - Director of Estates & Commerce - Director of Finance - Director of Infrastructure - Head of Corporate Affairs - Executive Assistant - Head of Ports, Shipping, Freight and Canals - Canal Policy Officer, Scottish Government

## Apologies

ITEM	SUBJECT	ACTION	STATUS
1.	Welcome and Apologies		
2.	Declaration of Interests		
3.	Minutes of previous Board meeting on 28 <sup>th</sup> November 2019	Approval	Open
4.	Matters arising and review of previous actions <ul style="list-style-type: none"> <li>• Progress Report on Financial Reporting Action Plan</li> </ul>	Monitoring	Open
5.	Audit and Risk Committee Chair Report	Monitoring	Open (subject to redactions)
6.	Review of Corporate Risk Register	Discussion	Closed
7.	Financial Performance Mid Quarter Review	Monitoring	Open (subject to redactions)
8.	Cash Reserves Priorities report	Discussion	Open
9.	NDPB Impact on SC Operations and Commercial Commitments <ul style="list-style-type: none"> <li>• Finance Team Preparedness</li> <li>• Strategy Recommendation</li> </ul>	Discussion	Closed
10.	Corporate Plan 2020/23 Update report	Discussion	Open
11.	Local Governance Review – Developing and Testing Proposals	Noting	Open
12.	Any Other Business		
	Date of next meeting 30 <sup>th</sup> January 2020 venue TBC		
<b>1pm</b>	LUNCH		
	Board Meeting to be followed by:		
<b>1.30pm</b> - <b>2.30pm</b>	Port Marine Safety Code Training by William Heaps of Marico Marine		
<b>2.45pm</b> - <b>4.00pm</b>	Budget 20/21 Discussion		