

Board Meeting Itinerary & Agenda



MEMBERS		ATTENDEES	
Maureen Campbell	Chair	John Paterson	Chief Executive Officer
Carolyn Sawers	Vice Chair	Richard Millar	Chief Operating Officer
Rob McGregor	Board Member	Sarah Jane Hannah	Finance & Business Services Director
Robin Strang	Board Member	Brian Auld	Interim Director of People, Safety & Governance
Michelle Wailes	Board Member	Nicola Christie	Head of Governance & Legal (Secretariat)
Neil McDonald	Board Member	Vikki Fleming	Executive Personal Assistant (Minutes)
		Andy Robinson	Canals Policy & Sponsorship Manager, Transport Scotland (<i>day 2 only, via Teams</i>)

DAY 1 - Monday 3rd November 2025

Time	Item	Topic	Responsible
12:30		Site visit – Dochgarroch	
13:00		<i>Travel to next location – 5 min walk</i>	
13:10		Site visit – Ness Weir , Scaniport, Inverness	
13:40		<i>Travel to next location – 20 min drive</i>	
14:00		Lunch – The Treehouse Carsegate Road, Inverness, IV3 8EX (Clachnaharry Meeting Room)	
	1.	Strategy Session	Closed
15:35		Break	
	1.	Strategy Session – continued	Closed
16:45		End of Session	

DAY 2 - Tuesday 4th November 2025

Time	Item	Topic	Responsible	Purpose
09:15		Site visit – Inverness Castle		
11:55		Board Meeting – The Treehouse		
12:00	1	Welcome, Apologies and Declaration of Interests	Chair	Assurance
12:05	2	Approval of Board Meeting Minutes i. 26-08-2025 Board Minutes – Draft for Board approval	All	Approval
12:10	3	Review of Previous Actions i. Board Outstanding Actions Matters Arising ii. Asset Management Report of High-Risk Assets	Chair COO	Assurance
12:20	4	People Update (Verbal)	Interim Director of People, Safety & Governance	Closed/Assurance
12:30	5	Audit & Risk Committee i. Audit and Risk Committee Chair Report ii. 06-10-2025 ARC Minutes draft iii. Annual Procurement Report 2024-25 iv. Corporate Risk Tolerance Statements Recommendation	ARC Chair	Awareness
12:50		Lunch		
13:25	6	Business Plan 2025-26 & Q2 Performance Update i. CEO Summary of Progress, Challenges and Q2 Business Plan Commitments Report ii. Q2 KPI's, H&S Dashboard, Corporate Comms & Marketing, Towpaths Report	CEO	Assurance

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		iii. Q2 Corporate Risk Report		
13:45	7	Finance i. [REDACTED]	Director of Finance & Business Services	Closed/Assurance
14:05	8	Capital Investment i. Q2 2025-26 Capital Investment Programme Report	COO	Assurance
14:25	9	Commercial Investment i. [REDACTED] ii. [REDACTED]	COO	Closed/Awareness Approval
14:45	10	Forward Planning i. Board Meetings Calendar 2025-26 & 2026-27	Chair/ Head of Governance & Legal Services	Awareness
14:50	11	Any Other Business	All	Awareness
14:55		Meeting Close		
Date of next Board meeting: 15 December 2025, venue TBC				