

Ian Floyd, Chief Operating Officer, City of York Council
Calendar 1st March 2024 – 30th March 2024 inclusive

| Dates | | Location |
|----------|---|--|
| 01/03/24 | 09:00-11:00 Report preparation / desk time 11:00-11:30 Local plan discussion 13:00-14:00 York Central discussion | Working from home (WFH) |
| 04/03/24 | 10:00-10:30 Staff Session preparation 10:30-11:30 Staff Session 13:00-14:00 Meeting with Conservative Group Councillors 15:00-16:00 Call with HR Manager | West Offices, York |
| 05/03/24 | 09:00-09:15 Call with Leader of the Council 10:00-11:00 Call with Director of Economy & Interim Head of Paid Service, York and North Yorkshire Combined Authority (YNYCA) 14:00-14:30 Call with Chief Finance Officer 16:00-17:00 Group Leaders Meeting 17:00-18:00 Combined Authority briefing | WFH |
| 06/03/24 | 12:00-12:30 Call with PA 13:30-14:00 Call with Director of Public Health 14:00-14:30 Climate Commissioner meeting | West Offices, York |
| 07/03/24 | 12:00-12:15 Call with Director of Customer & Communities 12:15-13:00 Executive report discussion 13:30-14:00 Call with Corporate Director of Place 14:00-14:30 Call with HR Manager 17:00-18:30 Prospective Candidate Briefing for the YNYCA Mayor election | WFH |
| 08/03/24 | Executive report review | WFH |
| 11/03/24 | 10:00-12:30 Children's Assurance & Ambition Board Meeting 13:30-14:30 Call with HR Manager 14:30-15:00 Call with Director of Governance 15:00-16:00 Combined Authority Mayoral Election Project Board 16:00-16:30 Webinar on Election Security and Preparedness | WFH |
| 12/03/24 | Annual Leave | N/A |
| 13/03/24 | Annual Leave | N/A |
| 14/03/24 | Catch up and report review Annual Leave | WFH N/A |
| 15/03/24 | Catch up and report review Annual Leave | WFH N/A |
| 18/03/24 | 11:00-11:30 Call with Leader of the Council 11:30-12:30 Call with Corporate Director of Adult Social Care & Integration 14:00-15:00 YNYCA Pre-briefing 15:00-17:00 York and North Yorkshire Combined Authority Meeting | West Offices, York County Hall, Northallerton |
| 19/03/24 | 09:30-11:00 Peer Challenge discussion 12:00-12:30 Call with Assistant Director of Policy & Strategy 15:00-16:00 Call with Director of Governance and Head of HR 16:00-17:00 Call with HR Manager | WFH |
| 20/03/24 | 10:00-11:00 Meeting of the Local Authority Chief Executives and Place Directors 12:00-13:00 Integrated Care Partnership pre-meeting | South Humberside |

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| Dates | | Location |
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| | 13:00-16:00 Integrated Care Partnership Meeting | |
| 21/03/24 | 10:00-12:30 York Health and Care Partnership Executive Committee 12:30-13:30 Comms session 13:30-14:40 Staff induction session 18:30-22:00 Full Council | West Offices, York The Citadel, York |
| 22/03/24 | 10:00-12:00 Yorkshire and Humber Chief Executives meeting 13:00-13:30 Call with Head of HR | Leeds WFH |
| 25/03/24 | 10:30-13:00 Meetings with the Leader of the Council | West Offices, York |
| 26/03/24 | 13:45-13:30 Council Management Team pre-meeting 13:30-15:30 Executive / Council Management Team briefing 16:00-17:00 Meeting with HR Manager | West Offices, York |
| 27/03/24 | Annual Leave | N/A |
| 28/03/24 | Annual Leave | N/A |
| 29/03/24 | Bank Holiday | N/A |