Ian Floyd, Deputy Chief Executive, City of York Council

Calendar 1st August 2019 – 31st August 2019 inclusive

Dates	Meeting / activity	Location
01/08/19	09:00-10:00 HR reports 10:30-11:00 Meeting with Assistant Director of Legal & Governance 11:00-11:30 Meeting with HR Manager and internal Senior Solicitor Annual Leave PM	West Offices, Station Rise, York, YO1 6GA (WO) N/A
02/08/19	09:00-11:00 Council reports 11:00-11:30 Call with Communities & Public Realm Operations Manager 11:30-12:30 Performance / HR matters	WO
05/08/19	09:00-11:30 HR / Directorate matters and meeting preparation 12:00-13:00 Meeting with Finance Manager 13:00-14:30 Housing Delivery Working Group Meeting 14:30-15:30 Governance, Risk & Assurance Group Meeting 15:30-16:30 Meeting with Leader of the Council, Executive Member of Environment & Climate Change, Assistant Director of Legal & Governance and Head of HR 16:30-17:00 Meeting with Assistant Director of Customer & Digital	WO
06/08/19	09:00-10:00 Executive paper preparation 10:00-11:00 Meeting with Chair of Audit & Governance Committee and Head of Internal Audit 11:00-12:00 Meeting with Executive Member of Finance & Performance 12:30-13:30 Meeting with Chief Operating Officer of York, North Yorkshire & East Riding Local Enterprise Partnership 13:30-15:30 Portfolio Holders / Council Management Team Meeting 15:30-16:30 Meeting with Leader of Labour Group 16:30-17:00 Meeting with PA	WO
07/08/19	09:30-11:30 Council Management Team Meeting 11:30-13:00 Devolution Discussion Meeting 13:30-14:00 Meeting with Corporate Director of Children, Education & Communities 14:00-14:30 Meeting with Assistant Director of Customer & Digital, Head of Health & Safety and Corporate Finance 14:30-18:30 Catch up on Devolution, HR matters and Stadium briefing	WO
08/08/19	Annual Leave	N/A
09/08/19	09:00-11:00 Presentation work 11:00-11:30 Meeting with Leader and Deputy Leader of the Council 11:30-12:00 Meeting with Leader of the Council 12:00-13:00 Meeting with Head of Property Design & Facilities Management 13:00-13:30 Call with Head of HR 13:30-15:30 HR matters	WO
12/08/19	09:00-12:00 HR matters, Devolution and ICT matters	WO

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Dates	Meeting / activity	Location
	12:00-13:30 Community Stadium Working Group Meeting 14:00-14:30 Meeting with Corporate Director of Health, Housing & Adult Social Care and Director of Public Health 14:30-15:00 Meeting with PA 15:00-15:30 Meeting with Assistant Director of Legal & Governance and Information Governance & Feedback Team Manager 15:30-16:00 Meeting with Assistant Director of Legal & Governance 16:00-16:30 Meeting with Corporate Finance Manager 16:30-18:00 Legal matters	
13/08/19	09:00-12:00 HR matters, ICT matters and Meeting prep 12:00-12:30 Meeting with Executive Member of Finance & Performance 13:00-13:30 Meeting with Corporate Director of Health, Housing & Adult Social Care 13:30-15:30 Portfolio Holders Council Management Team Meeting 15:30-16:30 Meeting with University of York Vice Chancellor 16:30-17:00 Meeting with Leader of the Council, Executive Member of Environment & Climate Change, Assistant Director of Legal & Governance and Head of HR 17:00-18:00 HR matters	WO
14/08/19	07:30-09:00 Catch up on meeting papers 09:00-12:00 Council Management Team Meeting 12:45-13:00 Meeting with Head of Communications 13:00-13:30 Meeting with Corporate Director of Economy & Place 13:30-14:30 Meeting with Assistant Director of Customer & Digital Services 14:30-15:00 Meeting with Head of Corporate Strategy and City Partnerships 15:00-15:30 Meeting with HR Advisor 15:30-17:30 Various HR matters and meeting planning	WO
15/08/19	Annual Leave	N/A
16/08/19	09:00-11:00 Catch up on Executive reports and stadium matters 11:00-11:30 Meeting with Assistant Director of Customer & Digital and Head of HR 12:00-14:00 Meeting with Leader of the Council, Executive Member of Environment & Climate Change, Assistant Director of Legal & Governance and Head of HR 14:00-17:00 HR matters	WO
19/08/19	Annual Leave	N/A
20/08/19	09:00-13:00 Stadium review, email catch up and work on media enquiry / data information 13:00-13:30 Meeting with Corporate Finance Manager 13:30-13:45 Meeting with Corporate Director of Health, Housing & Adult Social Care	WO

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Calendar 1st August 2019 – 31st August 2019 inclusive

Dates	Meeting / activity	Location
	13:45-14:00 Meeting with Corporate Accountant 14:00-14:30 Meeting with Leader of the Council 14:30-15:30 Meeting with PA 15:30-16:00 Meeting with Corporate Director of Children, Education & Communities, Assistant Director of Customer & Digital, HR Manager, Finance Manager and Head of Business Intelligence 16:00-17:00 Meeting with Assistant Director of Regeneration & Asset Management and Finance Manager	
21/08/19	09:00-12:00 Council Management Team 13:00-14:00 Meeting with External Auditors 14:00-14:30 Meeting with Finance Manager 14:30-17:30 Work on stadium matters, service plans and digital matters	WO
22/08/19	Annual Leave	N/A
23/08/19	Annual Leave	N/A
26/08/19	Bank Holiday	N/A
27/08/19	10:00-12:00 Stage 2 Grievance 12:30-13:00 Meeting with Assistant Director of Legal & Governance 13:00-13:30 Meeting with Corporate Finance Manager 13:30-15:30 Portfolio Holders / Council Management Team Meeting 15:30-16:00 Meeting with Head of Programmes and Smart Place 16:00-16:30 Meeting with Electoral Manager	WO
28/08/19	09:00-12:30 Catch up on performance management, emails and stadium matters 12:30-14:00 Travel 14:00-16:00 Chief Executives' Group - North Yorkshire and York 16:00-17:00 Meeting with North Yorkshire County Council Chief Executive 17:00-18:30 Travel	WO Northallerton
29/08/19	09:00-13:00 Catch up on improvement plan, forward planning and budget overview 13:00-13:30 Data Accuracy Project Board Meeting 13:30-14:00 Meeting with Leader of the Council and Head of HR 14:00-14:30 Meeting with Head of HR 15:00-16:00 Meeting with PA 16:00-17:00 Preparation for CYC Executive Meeting 17:30-19:00 CYC Executive	WO
30/08/19	Annual Leave	N/A