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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  14 December 2016 | AGENDA ITEM 8 REPORT No HLH27/16 |

## **BOARD WORK PLAN AND 2017 MEETING DATES - Report by Chief Executive**

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| **Summary** This report sets out the Board Work Plan for High Life Highland for 2017.  It is recommended that Directors:-   1. comment on and agree the Work Plan in **Appendix A**; 2. agree meeting dates and timings for the main company as detailed in paragraph 4.1 and summarised in **Appendix B**; 3. note that the Trading Company will be meeting a minimum twice yearly as detailed in paragraph 4.1 and summarised in **Appendix B**; 4. agree meeting dates for the Finance and Audit Committee as detailed in paragraph 4.2 and summarised in **Appendix B**; and 5. note the position relating to Director’s facility visits. |

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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan   1. To advance sustainable growth and financial sustainability 2. **Deliver the Service Delivery Contract with THC** 3. Improving staff satisfaction 4. Improving customer satisfaction 5. A positive company image 6. Services designed around customers and through market opportunities 7. Sustain a good health and safety performance 8. A trusted partner |
| **2.** | **Background** |
| 2.1  2.2  2.3  2.4 | The current Board Work Plan for 2016 agreed at the 2 December 2015 meeting has been updated for the coming year to the end of 2017.  The HLH Board and HLH Trading Board meetings on 21 August 2014, in reviewing the role and method of operation of the Trading Company, agreed the frequency of Trading Board meetings may vary according to business at hand, but at minimum be twice a year.  The HLH Board at its meeting on 20 August 2015 reviewed the format of the bi-annual HLH Board/Trading Board meetings and agreed to hold one in the morning and one in the afternoon.  The Highland Council (THC) approved calendar of meetings for 2017 has been consulted in preparing the draft calendar for HLH to avoid clashes with THC Director diaries. Directors should note that there may be a change during 2017 in THC Directors following the local government elections. |
| **3.** | **Work Plan** |
| 3.1 | The Work Plan in **Appendix A** has been compiled taking account of The “Guidance Notes on Administrative Requirements” document supplied by Burness LLP as part of the Transfer process; the reporting requirements of The Highland Council; and the operational needs of High Life Highland (HLH). |
| **4.** | **Meeting Dates** |
| 4.1 | HLH Board meeting dates and times for 2017 are proposed, with all main charity meetings commencing at 2pm. The Trading Company will also be considering dates for the twice years meetings. A summary of all dates is provided at **Appendix B**.   * 22 March 2017 – HLH Trading Board 10.30 am start. AGM 2 pm start. HLH Board 2.10 pm start. * 15 June 2017 (2 pm start followed by Annual Staff and Volunteer Awards evening event). * 22 August 2017 HLH Trading Board 10.30 am start. HLH Board 2 pm start. * 13 December 2017 (2 pm start) |
| 4.2 | Finance and Audit Committee meeting dates for 2017 are proposed as follows and included in the summary at **Appendix B**:   * 27 February 2017 * 22 May 2017 * 7 August 2017 * 13 November 2017 |
| **5.** | **Facility Visits** |
| 5.1 | Given the previously discussed diary challenges in arranging facility visits for Directors, it was agreed that future viewings should be arranged around specific openings of buildings, either new or refurbished. Plans are underway for dates for Directors to visit the facilities at Inverness Royal Academy, Wick Academy, Thurso Leisure centre and Nucleus the nuclear and Caithness archive. Dates and arrangements for these to happen in the first quarter of 2017 will be circulated as soon as possible. |
| 5.2 | It is suggested that in addition, Directors should aim to visit a minimum of 3 facilities/teams at any point in the year, as and when opportunities arise, letting the Chief Executive know in advance. Directors will also be contacted seeking attendance at key events as they are planned. |
| **6.** | **Implications –** |
| 6.1  6.2  6.3  6.4 | Resource Implications – there are no new resource implications arising from the recommendations of this report.  Legal Implications – The THC Directors on the Board may change following the May 2017 Local Government elections. There are no other legal implications arising from the recommendations of this report.  Equality Implications – there are no equality implications arising from the recommendations of this report.  Risk Implications – there are no risk implications arising from the recommendations of this report. |
| **Recommendation** It is recommended that Directors:-   1. comment on and agree the Work Plan in **Appendix A**; 2. agree meeting dates and timings for the main company as detailed in paragraph 4.1 and summarised in **Appendix B**; 3. note that the Trading Company will be meeting a minimum twice yearly as detailed in paragraph 4.1 and summarised in **Appendix B**; and 4. agree meeting dates for the Finance and Audit Committee as detailed in paragraph 4.2 and summarised in **Appendix B**. | |

Designation: Chief Executive

Date: 28 November 2016

**Appendix A**

**High Life Highland Board Annual Work Plan Calendar**

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| **Task** | **Frequency** | **Board Meeting Date(s)** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Formal bi-monthly meeting with THC | Bi-monthly | February 2017 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | Mid February 2017 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Strategic Health and Safety Meeting | Quarterly | 21 February 2017 |  |  | HLH Board H&S Representative(s) |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 27 February 2017 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 27 February 2017 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 27 February 2017 |  |  | HLH Finance and Audit Committee |  |
| Report on Risk Management and updates on substantial changes including quarterly review | Annual | 27 February 2017 |  | Governance | Finance and Audit Committee and HLH Board |  |
| Project Register | Quarterly | 27 February 2017 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| HLH Trading Company (10.30 am ) | Bi-annually | 22 March 2017 |  | Legal | HLH Trading Company |  |
| HLH AGM (15 months max) (2 pm) | Annual | 22 March 2017 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board/ Member |  |
| HLH Board (2.10 pm) | Quarterly | 22 March 2017 | 22 March 2017 | Legal | HLH Board |  |
| Financial Performance | Quarterly | 22 March 2017 | 22 March 2017 | Governance/Legal | HLH Board |  |
| Human Resources October-December | Quarterly | 22 March 2017 | 22 March 2017 | Governance | HLH Board |  |
| Performance Report October - December | Quarterly | 22 March 2017 | 22 March 2017 | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Approval of Budget | Annual | 22 March 2017 | 22 March 2017 | Governance | HLH Board |  |
| Annual Review on Effectiveness of Internal Controls | Annual | 22 March 2017 | 22 March 2017 |  |  |  |
| Report on Risk Management and updates on substantial changes | Annual | 22 March 2017 | 22 March 2017 | Governance | HLH Board |  |
| Review Insurance Cover | Annual | 22 March 2017 | 22 March 2017 | Governance | HLH Board |  |
| Staff Recognition Scheme | Quarterly | 22 March 2017 | 22 March 2017 |  | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | April 2017 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | Early May 2017 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| ECAS Committee | 6 monthly report | May normally - tbc pending Local Govt Elections |  | Governance | ECAS Committee |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 22 May 2017 | 22 May 2017 |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 22 May 2017 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 22 May 2017 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 22 May 2017 | 22 May 2017 |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 22 May 2017 | 22 May 2017 |  | HLH Finance and Audit Committee |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 22 May 2017 |  |  | Finance and Audit Committee and HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 22 May 2017 |  | Governance | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 23 May 2017 |  |  | HLH Board H&S Representative(s) |  |
| Chief Executive’s Performance Review | Annual | June 2017 |  | Governance | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | June 2017 (TBC) |  |  | Chair/Vice Chair |  |
| Business Update to HLH Trading Board | Quarterly between meetings | June 2017 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board (2 pm) | Quarterly | 15 June 2017 | 15 June 2017 | Legal | HLH Board |  |
| Financial Performance | Quarterly | 15 June 2017 | 15 June 2017 | Governance/Legal | HLH Board |  |
| Annual review of HLH Vision and Priorities | Annual | 15 June 2017 | 15 June 2017 | Governance – AR and Assessment Dec 16 Action Point 1. | HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | May 2017 |  | Governance | HLH Board |  |
| Annual review of Membership of each Board sub Committee | Annual | 15 June 2017 | 15 June 2017 | Governance – AR and Assessment Dec 16 Action Point 3b | HLH Board |  |
| Annual review of areas of interest | Annual | 15 June 2017 | 15 June 2017 | Governance – AR and Assessment Dec 16 Action Point 4b | HLH Board |  |
| Human Resources January - March | Quarterly | 15 June 2017 | 15 June 2017 | Governance | HLH Board |  |
| Staff Recognition Scheme | Quarterly | 15 June 2017 | 15 June 2017 |  | HLH Board |  |
| Performance Report January - March | Quarterly | 15 June 2017 | 15 June 2017 | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Health and Safety Report | Annual | 15 June 2017 | 15 June 2017 | Governance | HLH Board |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 15 June 2017 | 15 June 2017 |  | Finance and Audit Committee and HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 15 June 2017 | 15 June 2017 | 6 monthly update approved 20/06/13 HLH Board | HLH Board |  |
| HLH Staff and Volunteers Award Ceremony (evening) | Annual | 15 June 2017 | 15 June 2017 |  | HLH Board and HLH Trading Company Board |  |
| E-Mail to Directors | Between Board meetings | End July 2017 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | August 2017 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee | Quarterly | 7 August 2017 | 7 August 2017 |  | HLH Finance and Audit Committee |  |
| Review draft Annual Report and Accounts | Annual | 7 August 2017 | 7 August 2017 |  | HLH Finance and Audit Committee |  |
| Annual Report on Restricted Funds | Annual | 7 August 2017 | 7 August 2017 | 3rd meeting in annual cycle | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 7 August 2017 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 7 August 2017 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 7 August 2017 | 7 August 2017 |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 7 August 2017 | 7 August 2017 | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 8 August 2017 |  |  | HLH Board H&S Representative(s) |  |
| HLH Trading Company (10.00 am ) | Bi-annually | 22 August 2017 | 22 August 2017 | Legal | HLH Trading Company |  |
| Approval of annual accounts | Annual | 22 August 2017 | 22 August 2017 |  | HLH Trading Company |  |
| HLH Board (2.00 pm) | Quarterly | 22 August 2017 | 22 August 2017 | Legal | HLH Board |  |
| Financial Performance | Quarterly | 22 August 2017 | 22 August 2017 | Governance/Legal | HLH Board |  |
| Human Resources April – June | Quarterly | 22 August 2017 | 22 August 2017 | Governance | HLH Board |  |
| Performance Report April – June | Quarterly | 22 August 2017 | 22 August 2017 | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| HLH Successes | Quarterly | 22 August 2017 | 22 August 2017 |  | HLH Board |  |
| Approval of Annual Accounts | Annual | 22 August 2017 | 22 August 2017 |  | HLH Board |  |
| Report on Health and Wellbeing Group | Annual | 22 August 2017 |  |  | HLH Board | 29/06/16 QMT |
| \*Annual Return for main (Charitable) Company *(to be prepared by Company Secretary)* | Annual | 8 September 2017 | October 2017 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| \*Annual Return for Trading C.I.C. *(to be prepared by Company Secretary)* | Annual | 23 September 2017 | October 2017 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| ECAS Committee | 6 monthly report | 25 October 2017 |  | Governance | ECAS Committee |  |
| Formal bi-monthly meeting with THC | Bi-monthly | October 2017 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | End October 2017 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 13 November 2017 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 13 November 2017 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 13 November 2017 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 13 November 2017 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 13 November 2017 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 14 November 2017 |  |  | HLH Board H&S Representative(s) |  |
| Chief Executive’s Performance – 6 monthly via informal email provided to the Committee | Annual | December 2017 |  | Governance | HLH Board CE Performance Review Sub Committee |  |
| Business Update to HLH Trading Board | Quarterly between meetings | 13 December 2017 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board Directors Annual Review and Assessment (am) | Annual | 13 December 2017 |  | Governance | HLH Board |  |
| HLH Board (2 pm) | Quarterly | 13 December 2017 | 13 December 2017 | Legal | HLH Board |  |
| Financial Performance | Quarterly | 13 December 2017 | 13 December 2017 | Governance/Legal | HLH Board |  |
| Human Resources July – September (including annual review of Service Equalities) | Quarterly | 13 December 2017 | 13 December 2017 | Governance | HLH Board |  |
| Performance Report July – September | Quarterly | 13 December 2017 | 13 December 2017 | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| HLH Successes | Quarterly | 13 December 2017 | 13 December 2017 |  | HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 13 December 2017 | 13 December 2017 | 6 monthly update approved 20/06/13 HLH Board | HLH Board |  |
| Review Directors’ Register of Interests | Annual | 13 December 2017 | 13 December 2017 | Legal | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | December 2017 (TBC) |  |  | Chair/Vice Chair |  |
| \*Annual Accounts (High Life Highland and High Life Highland (Trading) C.I.C. | Annual | 27 September 2017 | 31 December 2017 (within 9 months after the accounting reference date) | Legal | Companies House |  |
| C.I.C. Annual Reporting | Annual |  | 31 December 2017 | Legal | Companies House |  |
| \*Annual Return and Supplementary Monitoring Return | Annual | 27 September 2017 | End December 2017 | Legal | OSCR |  |
| E-Mail to Directors | Between Board meetings | Late January 2018 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Chief Executive’s Performance Review | Annual | Due February |  | Governance | HLH Board |  |
| Annual General Meeting | Annual | March 2018 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board |  |

HIGH LIFE HIGHLAND – SUMMARY KEY MEETING DATES 2017 **Appendix B**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | MEETING/EVENT | LOCATION | START TIME |
|  |  |  |  |
| 21.02.17 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 27.02.17 | Finance and Audit Committee | HLH Meeting Room, Ardross Street, Inverness | 10.00 am |
|  |  |  |  |
| 22.03.17 | HLH (Trading) C.I.C. Board Meeting | Old Library, Dingwall | 10.30 am |
| 22.03.17 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Old Library, Dingwall | 1.00 pm |
| 22.03.17 | AGM | Old Library, Dingwall | 2.00 pm |
| 22.03.17 | HLH Board Meeting | Old Library, Dingwall | 2.10 pm |
|  |  |  |  |
| 22.05.17 | Finance and Audit Committee | HLH Meeting Room, Ardross Street, Inverness | 10.00 am |
|  |  |  |  |
| 23.05.17 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 15.06.17 | HLH Board Meeting | Highland Archive Centre | 2.00 pm |
| 15.06.17 | Annual Staff and Volunteer Award Ceremony | Highland Archive Centre | 6.30 pm (tbc) |
|  |  |  |  |
| 07.08.17 | Finance and Audit Committee | HLH Meeting Room, Ardross Street, Inverness | 10.00 am |
|  |  |  |  |
| 08.08.17 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 22.08.17 | HLH (Trading) C.I.C. Board Meeting | Old Library, Dingwall | 10.30 am |
| 22.08.17 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Old Library, Dingwall | 1.00 pm |
| 22.08.17 | HLH Board Meeting | Old Library, Dingwall | 2.00 pm |
|  |  |  |  |
| 13.11.17 | Finance and Audit Committee | HLH Meeting Room, Ardross Street, Inverness | 10.00 am |
|  |  |  |  |
| 14.11.17 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 13.12.17 | HLH Board Annual Review and Assessment | Old Library, Dingwall | 9.30-1.00 pm |
| 13.12.17 | HLH Board Meeting | Old Library, Dingwall | 2.00 pm |