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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  13 December 2017 | AGENDA ITEM REPORT No HLH /17 |

## **BOARD WORK PLAN AND 2018 MEETING DATES - Report by Chief Executive**

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| **Summary** This report sets out the Board Work Plan for High Life Highland for 2018.  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 | The Board Work Plan for 2017 has been updated to the end of 2018.  The current pattern of four meetings per year for both the Charity Board and the Finance and Audit Committee and two per year for the Trading Company [with two further written updates] has been maintained for 2018.  The Highland Council (THC) approved calendar of meetings for 2018 has been consulted in preparing the draft calendar for HLH to avoid clashes with THC Director diaries. |
| **3.** | **Work Plan** |
| 3.1 | The Work Plan in **Appendix A** has been compiled taking account of The “Guidance Notes on Administrative Requirements” document used at the creation of HLH; the reporting requirements of The Highland Council; and the operational needs of HLH. |
| **4.** | **Meeting Dates** |
| 4.1 | Board meeting dates and times for 2018 are proposed, with all charity meetings commencing at 2pm. The Trading Company will also be considering dates for the twice yearly meetings. A summary of all dates is provided at **Appendix B**.   * 22 March 2018 – HLH Trading Board 10.30 am start. AGM 2pm start. HLH Board 2.10pm start. * 14 June 2018 (2pm start followed by Annual Staff and Volunteer Awards evening event). * 28 August 2018 HLH Trading Board 10.30 am start. HLH Board 2pm start. * 11 December 2018 (2pm start) |
| 4.2 | Finance and Audit Committee meeting dates for 2018 are proposed as follows and included in the summary at **Appendix B**:   * 26 February 2018 * 21 May 2018 * 6 August 2018 * 12 November 2018 |
| **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, hence this meeting being accommodated at the new Canal Park Pavilion. |
| 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, 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 – there are no new 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**; 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. | |

Designation: Chief Executive

Date: 29 November 2017

**Appendix A**

**High Life Highland Board Annual Work Plan Calendar 2018**

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| **Task** | **Frequency** | **Board Meeting Date(s)** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| E-Mail to Directors | Between Board meetings | Late January 2018 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | February 2018 (TBC) |  |  | Chair/Vice Chair |  |
| Strategic Health and Safety Meeting | Quarterly | 20 February 2018 |  |  | HLH Board H&S Representat-ive(s) |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 26 February 2018 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 26 February 2018 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 26 February 2018 |  |  | HLH Finance and Audit Committee |  |
| Report on Risk Management and updates on substantial changes including quarterly review | Annual | 26 February 2018 |  | Governance | Finance and Audit Committee and HLH Board |  |
| Project Register | Quarterly | 26 February 2018 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| HLH Trading Company (10.30 am ) | Bi-annually | 22 March 2018 |  | Legal | HLH Trading Company |  |
| HLH AGM (15 months max) (2 pm) | Annual | 22 March 2018 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board/ Member |  |
| HLH Board (2.10 pm) | Quarterly | 22 March 2018 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 22 March 2018 |  | Governance/Legal | HLH Board |  |
| Human Resources October-December | Quarterly | 22 March 2018 |  | Governance | HLH Board |  |
| Performance Report October - December | Quarterly | 22 March 2018 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Approval of Budget | Annual | 22 March 2018 |  | Governance | HLH Board |  |
| Annual Review on Effectiveness of Internal Controls | Annual | 22 March 2018 |  |  |  |  |
| Report on Risk Management and updates on substantial changes | Annual | 22 March 2018 |  | Governance | HLH Board |  |
| Review Insurance Cover | Annual | 22 March 2018 |  | Governance | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | April 2018 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | Early May 2018 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Strategic Health and Safety Meeting | Quarterly | 15 May 2018 |  |  | HLH Board H&S Represent-ative(s) |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 21 May 2018 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 21 May 2018 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 21 May 2018 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 21 May 2018 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 21 May 2018 |  |  | HLH Finance and Audit Committee |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 21 May 2018 |  |  | Finance and Audit Committee and HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 21 May 2018 |  | Governance | HLH Finance and Audit Committee |  |
| People Committee (previously ECAS) | 6 monthly report | 30 May 2018 |  | Governance | People Committee | *Realigned after 2017 LG Elections* |
| Chief Executive’s Performance Review | 6 monthly | June 2018 |  | Governance | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | June 2018 (TBC) |  |  | Chair/Vice Chair |  |
| Business Update to HLH Trading Board | Quarterly between meetings | June 2018 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board (2 pm) | Quarterly | 14 June 2018 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 14 June 2018 |  | Governance/Legal | HLH Board |  |
| Annual review of HLH Vision and Priorities | Annual | 14 June 2018 |  | Governance – AR and Assessment Dec 16 Action Point 1. | HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 14 June 2018 |  | Governance | HLH Board |  |
| Annual review of Membership of each Board sub Committee | Annual | 14 June 2018 |  | Governance – AR and Assessment Dec 16 Action Point 3b | HLH Board |  |
| Annual review of areas of interest | Annual | 14 June 2018 |  | Governance – AR and Assessment Dec 16 Action Point 4b | HLH Board |  |
| Human Resources January - March | Quarterly | 14 June 2018 |  | Governance | HLH Board |  |
| Performance Report January - March | Quarterly | 14 June 2018 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Health and Safety and Compliance Report | Annual | 14 June 2018 |  | Governance | HLH Board |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 14 June 2018 |  |  | Finance and Audit Committee and HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 14 June 2018 |  | 6 monthly update approved 20/06/13 HLH Board | HLH Board |  |
| HLH Staff and Volunteers Award Ceremony (evening) | Annual | 14 June 2018 |  |  | HLH Board and HLH Trading Company Board |  |
| E-Mail to Directors | Between Board meetings | End July 2018 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | August 2018 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee | Quarterly | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Review draft Annual Report and Accounts | Annual | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Annual Report on Restricted Funds (within Annual Report and Accounts) | Annual | 6 August 2018 |  | 3rd meeting in annual cycle | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Annual Statement - TECKAL | Annual | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 6 August 2018 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 6 August 2018 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 21 August 2018 |  |  | HLH Board H&S Representative(s) |  |
| HLH Trading Company (10.00 am ) | Bi-annually | 28 August 2018 |  | Legal | HLH Trading Company |  |
| Approval of annual accounts | Annual | 28 August 2018 |  |  | HLH Trading Company |  |
| HLH Board (2 pm) | Quarterly | 28 August 2018 |  | Legal | HLH Board |  |
| Retirement of Independent Directors | Biennial | August |  | Governance (Memos and Articles of Association) | HLH Board |  |
| Financial Performance | Quarterly | 28 August 2018 |  | Governance/Legal | HLH Board |  |
| Annual Review of Risk Register | Annual | 28 August 2018 |  |  | HLH Board |  |
| Annual TECKAL statement | Annual | 28 August 2018 |  |  | HLH Board |  |
| Human Resources April – June | Quarterly | 28 August 2018 |  | Governance | HLH Board |  |
| Performance Report April – June | Quarterly | 28 August 2018 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Approval of Annual Accounts | Annual | 28 August 2018 |  |  | HLH Board |  |
| Report on Health and Wellbeing Group | Annual | 28 August 2018 |  |  | HLH Board | 29/06/16 QMT |
| \*Annual Return for main (Charitable) Company (to be prepared by Company Secretary) | Annual | 8 September 2018 | October 2018 (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 2018 | October 2018 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| People Committee (formerly ECAS) | 6 monthly report | 18 October 2018 |  | Governance | People Committee |  |
| Formal bi-monthly meeting with THC | Bi-monthly | October 2018 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | End October 2018 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 12 November 2018 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 12 November 2018 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 12 November 2018 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 12 November 2018 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 12 November 2018 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 20 November 2018 |  |  | HLH Board H&S Represent-ative(s) |  |
| Chief Executive’s Performance Review | Annual | December 2018 |  | Governance | HLH Board CE Performance Review Sub Committee |  |
| Business Update to HLH Trading Board | Quarterly between meetings | 11 December 2018 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board Directors Annual Review and Assessment (am) | Annual | 11 December 2018 |  | Governance | HLH Board |  |
| HLH Board (2 pm) | Quarterly | 11 December 2018 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 11 December 2018 |  | Governance/Legal | HLH Board |  |
| Human Resources July – September (including annual review of Service Equalities) | Quarterly | 11 December 2018 |  | Governance | HLH Board |  |
| Performance Report July – September | Quarterly | 11 December 2018 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 11 December 2018 |  | 6 monthly update approved 20/06/13 HLH Board | HLH Board |  |
| Review Directors’ Register of Interests | Annual | 11 December 2018 |  | Legal | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | December 2018 (TBC) |  |  | Chair/Vice Chair |  |
| \*Annual Accounts (High Life Highland and High Life Highland (Trading) C.I.C. | Annual | 27 September 2018 | 31 December 2018 (within 9 months after the accounting reference date) | Legal | Companies House |  |
| C.I.C. Annual Reporting | Annual |  | 31 December 2018 | Legal | Companies House |  |
| \*Annual Return and Supplementary Monitoring Return | Annual | 27 September 2018 | End December 2018 | Legal | OSCR |  |
| E-Mail to Directors | Between Board meetings | Late January 2019 |  | 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 2019 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board |  |

HIGH LIFE HIGHLAND – SUMMARY KEY MEETING DATES 2018 **Appendix B**

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| --- | --- | --- | --- |
| DATE | MEETING/EVENT | LOCATION | START TIME |
|  |  |  |  |
| 20.02.18 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 26.02.18 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 22.03.18 | HLH (Trading) C.I.C. Board Meeting | Strathpeffer Pavilion | 10.30 am |
| 22.03.18 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Strathpeffer Pavilion | 1.00 pm |
| 22.03.18 | AGM | Strathpeffer Pavilion | 2.00 pm |
| 22.03.18 | HLH Board Meeting | Strathpeffer Pavilion | 2.10 pm |
|  |  |  |  |
| 15.05.18 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 21.05.18 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 14.06.18 | HLH Board Meeting | Strathpeffer Pavilion | 2.00 pm |
| 14.06.18 | Annual Staff and Volunteer Award Ceremony | Strathpeffer Pavilion | 6.30 pm (tbc) |
|  |  |  |  |
| 06.08.18 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 21.08.18 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 28.08.18 | HLH (Trading) C.I.C. Board Meeting | Strathpeffer Pavilion | 10.30 am |
| 28.08.18 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Strathpeffer Pavilion | 1.00 pm |
| 28.08.18 | HLH Board Meeting | Strathpeffer Pavilion | 2.00 pm |
|  |  |  |  |
| 12.11.18 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 20.11.18 | Strategic Health and Safety Meeting (1/2 HLH Board Representatives) | Old Library, Dingwall | 9.30 am |
|  |  |  |  |
| 11.12.18 | HLH Board Annual Review and Assessment | Strathpeffer Pavilion | 9.30-1.00 pm |
| 11.12.18 | HLH Board Meeting | Strathpeffer Pavilion | 2.00 pm |