AGENDA ITEM 10

Matters Arising From HLH Board Meeting 6 December 2012

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| ITEM | DETAIL | LEAD | DUE DATE |
| 5. | Agreed to hold a joint development session with HLH Board and HLH Trading Board.  *A joint session will be arranged as part of a future Board meeting.* | IM | Ongoing |
| 7. | Agreed Annual Report and Audited Accounts to be submitted to the HLH AGM for approval.  *Annual Reports and Audited Accounts submitted to and approved at the HLH AGM at its 6 December 2012 meeting.* | MM | Complete |
| 8ii.  8iii.  8iv and 8vii.  8v.  8vi. | Agreed Sponsorship Policy to be implemented with the Funding and Sponsorship Committee delegated to consider any offers of sponsorship from alcohol companies and to review the Policy in 12 months.  *Annual Review of the Sponsorship Policy delegated to the Funding and Sponsorship Committee and diaried for December 2013.*  Sponsorship process to be added to the Risk Register.  *Risk Register updated 17 December 2012 with score of significant effect and marginal likelihood.*  Agreed three further directors be nominated for the Finance and Audit Committee and that one or more of thes*e* Directors indicate their willingness to be nominated as Chair at the next meeting of the Committee.  *Linda Kirkland appointed as a member of the Finance and Audit Committee .*  The nomination of 2 additional Directors be brought up at the Board meeting in March 2013, with efforts also continuing to recruit external Directors to this Committee.  *To be included within agenda item 7 at the 28 March 2013 HLH Board Meeting. Proposals for additional members to be discussed by the Finance and Audit Committee following the appointment of the Chair.*  Actual reporting date to be included in future reports in place of words “year to date”.  *Report format has been updated for future reports.*  Agreed to report on significant variances, over 5% of the total budget in future, on no more than one side of A4.  *Future reports will include significant variances, over 5% of the total activity budget.* | FH  GW  MM  MM  GW  GW | 12 December 2013  Complete  Complete  28 March 2013  Complete  Complete |
| 9. | Future Human Resources reports to show absence trend information only rather than itemised detail.  *Report Format has been updated for future reports.* | GW/DW | Ongoing |
| 10ii. | Where extended completion dates have been agreed for performance indicators marked as Red and returned these to green, a system to track this was needed.  *A system has been implemented to* track agreed extended dates. | DW | Complete |
| 11. | Following postponement of the verbal updates anticipated at the 6 December 2012 HLH Board meeting it was agreed to defer these to the March HLH Board meeting.  *Given the location of the next Board meeting is Wick further consideration to be given to the most efficient opportunity/use of time.* | IM | Deferred |
| 12. | Arrangements for the Company’s Health and Safety Advisors (QLM) to discuss the content and structure of the first and future health and safety reports to be delegated to the Health and Safety Strategic group.  *To be included in agenda item 14 at the 28 March 2013 HLH Board Meeting.*  Health and Safety Group to produce procedure for ensuring all RIDDOR reportable incidents were fully followed up.  *System implemented with Principal Managers reporting quarterly to SMT.*  Only RIDDOR reportable incident details to be reported to the HLH Board in future.  *To be included in annual Health and Safety report as above.*  % annual incidents against total number of facility visits to be reported.  *To be included in Annual Health and Safety Report as above.* | GW  DW/FH  DW  GW | 28 March 2013  Complete  Ongoing  Ongoing |
| 13i and 13ii.  13iii.  13iv.  13v. | Data Protection Policy approved.  *Policy posted on staff website .*  *Training session undertaken at quarterly HLH MT meeting on 14 December 2012.*  ICT Manager to present an annual data protection monitoring and review report to the SMT.  *Included in HLH work plan calendar.*  Areas of significant concern to be raised by the Chief Executive with Directors.  *Chief Executive to inform Directors as required.*  Risk Register to be updated with the statement and score detailed in the report.  *Risk Register updated 17 December 2012* | GW  GW  IM  GW | Complete  Complete  Ongoing  Complete |
| 14ii. | Actions highlighted in bold italic in Appendix A to be added to the HLH Business Plan operational Plans.  *Operational Plans updated 12 December 2012* | DW | Complete |
| 15. | Agreed to adjust Pay as You Go prices to the Council’s approved target charges over a three year period from 2013/14 to 2015/16 while adding 5% each year to meet expected inflation targets.  *Customers/groups and where necessary local councillors to be informed prior to 1 April 2013:*   1. *Letter to customers sent 25 February 2013;* 2. *Chief Executive including item in discussions with Ward Managers ; and* 3. *Notices advising all customers of the price changes are on display in the centres and any individual group likely to be adversely affected by the rationalisation will have been contacted directly by the Leisure Manager to discuss.* | FH | Complete |
| 16. | The Chair agreed to give further consideration to the possible appointment of Directors as “informed Directors” for each area of work.  Chief Executive to discuss with Chair | IM/LK | 28 February 2013 |