AGENDA ITEM 6 Matters Arising From HLH Board Meeting 2 October 2013 and updated following cancellation of 5 December 2013 meeting

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| ITEM | DETAIL | LEAD | DUE DATE |
| 4iii.  4iv | Funding and Sponsorship Minute of 27 June 2013 to be amended to correct Mr Millar’s name.  *Minute amended and uploaded to secure Director’s webpage.*  Approval of Annual Accounts to be timetabled for HLH (Trading) CIC meeting.  *Board work plan updated to include approval of annual accounts by HLH (Trading) CIC.* | IM  IM | Complete  Complete |
| 5 | Progress with Preventative Strategy.  *Following cancellation of the 5 December 2013 HLH Board meeting a presentation and verbal update has been rescheduled for the June 2014 Board meeting.* | GW | June 2014 |
| 6i.  6ii. | Presentation on the work of High Life Highland to be made to THC meeting on 19 December 2013.  *THC postponed presentation for the meantime.*  Consideration to be given to “away day” Board meetings being preceded by a “meet the Board” type event.  *Meet the Board type events will be considered as part of the planning for each away day Board meeting.* | IM  IM | Complete  Ongoing |
| 7  7i.  7ii.  7iii.  7iv.  7v. | Review of Marketing and Communication Plan.  *Report circulated for cancelled 5 December 2013 HLH Board and included in Board work plan for 6 monthly review thereafter with next report June 2014..*  Board effectiveness action plan to be revised.  *Action Plan has been updated to include the amendments suggested.*  A formal review of actions to take place in August 2014.  *Annual Board work plan calendar has been updated to include a review date of 12 September 2014.*  The December HLH Board agenda to be minimised to facilitate a session on the development of a 10 year corporate plan.  *Session to be rearranged for spring 2014 following cancellation of 5 December HLH Board.*  Draft outline of quality and impact study to be prepared by Directors Jaci Douglas, Laurence Young and Douglas Graham, with Bette McArdle as reserve and circulated to the HLH Board by end October 2013.  *Draft suggested paper circulated by e-mail 19 November 2013. This was previously circulated to the four Directors above. Agreed as a first step to collate all existing external evaluations and circulate to smaller group listed by e-mail 11 February 2014.*  Board meetings to be increased to 6 per year from January pending agreement of the Trading Company and an analysis of additional costs.  *HLH Board accepted Board Work Plan and meeting dates for 2014 through Chair e-mail circulation following cancellation of 5 December 2013 HLH Board meeting. HLH Trading Board approved dates and frequency of meetings for 2014 at their meeting on 9 January 2014. Dates now available on Directors secure web pages.*  Priorities for the 2014-15 Audit Plan to be prepared for 7 November Finance and Audit Committee.  *Priorities added to the list and discussed with THC Head of Audit at 7 November 2013 Finance and Audit Committee.*  Timeframe for the review of HLH values to be set for 2014.  *Review date of April 2014 included in Board tracking document.* | FH  IM  IM  IM  IM  IM  GW  IM | Complete  Complete  Complete  April 2014  Ongoing  Complete  Complete  April 2014 |
| 8i and 8ii. | Trading Company projects discussed to be included on next HLH Trading Board agenda with a financial target being agreed once business cases for phase 1 opportunities have been developed.  *Included on agenda for rearranged HLH Trading Board meeting on 9 January 201 with agreed action to prepared a draft plan for June 2014 Trading Board and HLH Board August 2014.* | FH | August 2014 |
| 9. | Prepare a Business Case examining the costs, risks and benefits of continuing the management of the HFA Trust against entering into a contract or other appropriate agreement for HLH to manage the facility.  *An update will be included on the agenda for the 27 February 2014 HLH Board meeting following a meeting between the nominated directors of both companies.* | FH | 27 February 2014 |
| 12ii. | Staff representation on the HLH Board to be reviewed in 12 months.  *Board tracking document updated to revisit in October 2014.* | IM | Complete |
| 13 | Operational plans contained in the Business Plan to be revised and updated for the December 2013 HLH Board meeting.  *Included on agenda for the 27 February 2014 HLH Board meeting.* | DW | 27 February 2014 |
| 15 | Changes to proposed wording for Working Groups, remits and membership agreed.  *Company Secretary Office to update.* | MM | Complete |
| 16. | Finance and Audit Committee to be remitted to monitor progress of the budget reviews for 2015 and beyond, with a report on the subject to be programmed for June 2014.  *Report to cancelled 5 December 2013 HLH Board Meeting on Budget Savings in 2014/15 and Timetable and Process for 2015-18 Report accepted through Chair e-mail circulation. A further report on timescales and process was considered by the Finance and Audit Committee at their meeting on 6 February 2014.* | IM | Ongoing |
| ACTIONS BELOW FROM CANCELLED HLH BOARD MEETING ON 5 DECEMBER 2013 NOT UPDATED ABOVE | | | |
| 14. | THC meeting of 19 December 2013 agreed changes to HLH Memorandum and Articles of Association as suggested by THC and HLH Legal Advisers.  *Formal resolution to be incorporated into Memorandum and Articles of Association and updated document placed on Directors and public website when available.* | MM | Completed |