AGENDA ITEM 7

Matters Arising From HLH Board Meeting 28 March 2013

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| ITEM | DETAIL | LEAD | DUE DATE |
| 3. | High Life Highland Purpose, Key Business Objectives and Corporate Values:  Business objectives to be listed alphabetically and numbered.  *Document updated as requested.*  A joint development session of the Trading and Main HLH Board to be arranged.  *Half day joint development session arranged for 23 August 2013*  Subject to the agreement of the Trading Company Directors, main Board meetings to be scheduled prior to the Trading Board meeting from June 2013.  *Chairs/Vice Chairs agreement confirmed and new arrangements issued.*  A short life working group for the Wick Archive Centre to be established with members Douglas Graham, Laurence Young and Ken Nicol (subject to membership of the group not constituting a conflict of interest for Ken Nicol) with a report and presentation being given at the June 2013 HLH Board meeting and an interim report being circulated electronically.  *A verbal update will be given at the 20 June 2013 meeting* | IM  IM  MM  GW | Complete  August 2013  Complete  June 2013 |
| 5ii  5iii. | A report recommending a strategic direction for HLH’s contribution to the Preventative Direction to be brought to a future meeting of the Board.  *To be included at agenda item 4 on HLH Board agenda on 20 June 2013*  THC Convener to be contacted in relation to a strategic HLH presentation to the Council on HLH’s contribution to the preventative agenda. This to take place after the planned development session.  *October slot pencilled in (to enable incorporation of joint Board development session in August)* | GW  IM | 20 June 2013  October 2013 |
| 7. | Subject to the outcome of preliminary discussions with the Leader of The Highland Council, agreed to establish a short life project group comprising Ken Gowans, Bette McArdle and Donald McLachlan to formulate a draft way forward for the development of a cultural building for Inverness, as discussed, to be reported to the next Board meeting.  *A verbal update will be given at 20 June HLH Board meeting.* | LK/GW | 20 June 2013 |
| 8b. | A draft skills set for Craig Ewan’s replacement to be agreed with the aim of recruiting a replacement Director before the 20 June 2013 Board meeting.  *Vacancy advertised week commencing 22 April 2013. A verbal update will be given at 20 June HLH Board meeting.* | MM | Complete |
| 9. | “Other agencies including UHI and HIE” to be added to Section 4 of the Chief Executive’s Performance Review target document.  *Targets document updated to include the above.* | IM | Complete |
| 10. | Directors asked to email the Chair and Chief Executive with their three main areas of interest.  *Areas of interested received by all Directors. Chair to give a verbal update at the 20 June 2013 Board meeting.* | LK | 20 June 2013 |
| 11. | “Vacancy Management “ to be replaced with “vacancy” if not part of a planned vacancy management policy.  *Template for future reports updated* | GW | Complete |
| 12i and ii. | Feedback to be given to the employee who had requested staff representation on the Board and   1. this to be considered by the Board in due course AND 2. a report be submitted to the next meeting of the Board detailing how staff representation might be achieved.   *Letter sent 15 May 2013 based on a) and b) above* | IM | Complete |
| 14. | A letter to be sent to THC in relation to legionella testing, as discussed at the meeting, and that appropriate action be taken to undertake the required testing if the response from the Council proved unsatisfactory.  *A letter was sent by Chair 2 April 2013.* | LK | Complete |
| 16. | Consideration of Scheme of Delegation deferred to June 2013.  *To be included at agenda item 13 on 20 June 2013 HLH Board agenda.* | MM | 20 June 2013 |
| 17. | Consideration of amendments to Memorandum and Articles of Association deferred to June 2013  *To be included at agenda item 14 on 20 June 2013 HLH Board agenda.* | MM | 20 June 2013 |
| 18. | Signing of Service Level Agreements and Leases and Clerking Support for Company Business.  *To be included at agenda item 15 on 20 June 2013 HLH Board agenda.* | MM | 20 June 2013 |