AGENDA ITEM 5

Matters Arising From HLH Board Meeting 15 March 2016

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| ITEM | DETAIL | LEAD | DUE DATE |
| 6ii | High Life Highland SuccessesAgreed to review the current format, in accordance with the suggestions of the selection group, that a workshop be held involving a selection of staff members, managers and two Directors (Mrs MacRae and Mr Tate) to propose a revised format. *A workshop was held on 26 May 2016 to consider an alternative format. Each service was represented and there was unanimous agreement that a Staff Recognition scheme was seen as a positive aspect of HLH’s commitment to its staff and should be retained. The session went on to lay positive foundations for the redevelopment of the scheme going forward. It was agreed that a follow-up session should be scheduled to take place before the end of June to consider the criteria of the five categories and specifically how the ‘new’ scheme would be communicated to staff across all services. A further update will be provided at the August Board meeting.* | JWM | June 2016 |
| 7ii7iii | AppointmentsMr M Tate to consider appointment to High Life Highland (Trading) C.I.C.*Mr Tate confirmed taking up appointment to HLH (Trading) C.I.C.*Vacant Director positions to be advertised following resignations of Mr Looper and Mr Claxton from High Life Highland (Trading) C.I.C.*Expressions of interest by two prospective Trading Company Directors are being followed up with a meeting scheduled for 9 June 2016 with the Chair of the Trading Board, HLH Chief Executive and Head of Business. Pending the outcome of the meeting a verbal proposal may be made to the HLH Board at the 16 June 2016 meeting.* | IMIM | CompleteJune 2016 |
| 8ii and 8iii | Board Review and Appraisal WorkshopAgreed actions and implementation timetable proposed in the action plan with a formal review of progress on actions to be reported to the August 2016 meeting.*Board tracking document updated to include this item as per action plan timescales and report on actions due included on agenda for 16 June HLH Board meeting.* | IM | June and August 2016 |
| 9. | Proposed transfer of Catering, Cleaning and Facilities Management Services from The Highland CouncilAgreed to explore the matter further, subject to the agreement of the ECAS Committee on 17 March 2016, and that any final decision would be subject to the preparation and consideration of a full business case and confirmation of a balanced budget being provided by the Council in support of the transfer of services.*Report included on the agenda for 16 June HLH Board meeting* | IM | 16 June 2016 |
| 11v11viii | Finance Report2016/17 Budgets Agreed*Budgets loaded into financial system and rolled out to budget holders.*Contract awarded to Ernst and Young, to undertake a detailed tax and due diligence review, outwith the normal financial regulations.*Information added to contract monitoring process.* | GWGW | CompleteComplete |
| 12iv. | Performance ReportEach meeting should drill down further into one or more performance indicators in more detail.*Report template amended to include detail on individual indicators.* | DW | Complete |
| 13ii | Human Resources ReportMinor amendment to Substance Misuse Policy.*Uploaded to staff website and scheduled for two yearly review in 2018.* | GW | Complete |