AGENDA ITEM 5

Matters Arising From HLH Board Meeting 16 June 2016

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| ITEM | DETAIL | LEAD | DUE DATE |
| 5. | Matters Arising  If required a special meeting of the Board to be arranged around other meetings if possible to appoint new Trading Company Directors in advance of the next Trading Board Meeting.  *HLH Board to be asked at their 23 August 2016 meeting to appoint Trading Board Directors subject to their acceptance.* | MM | August 2016 |
| 7i and ii. | Board/Committee Appointments  Mrs J Douglas reappointed as representative to the Duke of Edinburgh Award Scheme – Highland Partnership  Mr K Nicol reappointed as Lead Director Health and Safety with Mr D Finlayson, Director of HLH (Trading) C.I.C. acting as second lead director.  *Committee and Working Group document updated with these appointments and uploaded to Director Governance Handbook.* | IM | Complete |
| 9ii. | Update – Catering, Cleaning and Facilities Management  HLH Board to assist the Chief Executive in forming an HLH view where required, in advance of, or following on from, the HC members seminar on 29 June 2016.  *Further assistance - in between meetings - not required. An update report proposing a special seminar for Directors included on 23 August 2016 HLH Board meeting agenda.* | IM | Complete |
| 13.  i.  iii.  iv. | Board Review Action Plan  The Staff Award Selection panel to be added to the Committee and Working Group document.  *Committee and Working Group document updated and uploaded to Director Governance Handbook.*  THC Head of Policy and Performance to be invited to the August HLH Board meeting.  *Head of P&P unable to attend Board. Instead CE met separately with her during July 2016. CE and HLH Head of Business invited to address the September meeting of the Redesign Board and willingness of HofP&P to attend December Board*  The standard Chief Executive update report to include a section, as and when appropriate, verbal or written, giving details of Directors promotional activity representing HLH to its key stakeholders and partners.  *Chair/Chief Executive template updated to include opportunity for Director update.* | JWM  IM  IM | Complete  Ongoing  Complete |
| 15. | Chair/Chief Executive Updates  MOU with UHI agreed pending the Chief Executive ensuring HLH recognition was clear in the intent of the MOU.  *Followed up informally.* | IM | Complete |