AGENDA ITEM 5

Matters Arising From HLH Board Meeting 23 August 2016

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| ITEM | DETAIL | LEAD | DUE DATE |
| 66i - iv.6i - v.6ii-iii/iv and v | Board/Committee Appointments Specific skills required by the Board to be identified and included in the advert for the annual recruitment exercise.*Skill set reviewed and annual recruitment process underway. Interviews scheduled for 2 February 2017 with recommendation for appointment to be considered at March Highland Council meeting.*Following the Council redesign process, the Chief Executive to contact the Highland Council and request that consideration is given to lengthening the appointment period for Independent Directors.*Diaried to check progress of redesign board in March 2017.*Mr F Parr and Mr I Ross reappointed to Finance and Audit Committee; Mr K Gowans reappointed as THC Director to Nominations Committee and Mr K Gowans reappointed as representative to the Inverness Museum, Gallery and Library Working Group.*Committees, Working Groups document updated and uploaded to Governance Handbook.* | IMIMIM | March 2017CompleteComplete |
| 7 | Approval of Annual Report and AccountsAnnual Report and Audited Accounts to be revised to include a report on VAT payments prior to signing.*Included within Finance Report on agenda for 14 December 2016 HLH Board meeting.* | IM | December 2016 |
| 8. | Highland Folk Museum Long Term VisionResource required to deliver the HFM long term vision to be provided to next HLH Board meeting.*Included within Finance Report on agenda for 14 December HLH Board meeting.* | GW | December 2016 |
| 9.ii.iv.v.vi.vii. | Staff Recognition Scheme ReviewNew award criteria approved.*Details of new Staff Recognition Scheme communicated to staff by e-mail 12 September 2016*Appoint two Directors from either Board to work with the Chief Executive to consider and short-list ‘successes’ submitted to the regular Board meetings.*Directors Ella MacRae and Mark Tate have agreed to consider and short-list “successes” submitted to the regular Board meetings.*Appoint Directors from either Board to work with the Chief Executive to 1) judge the annual award categories and 2) the award categories for the annual event.*E-mail sent to Directors of both boards 28 November 2016 requesting volunteers, appointments to be confirmed at 14 December 2016 HLH Board meeting.*Continue the Staff Awards events to operate as in previous years.*2017 event diaried for 16 June 2017*Continue to consider appropriate ways to involve external representatives in the process.Directors to be notified as each opportunity arises. Suggestions/opportunities from Directors are encouraged. | IM/JWMIMIMIMIM/JWM | CompleteDecember 2016December 2016CompleteOngoing |
| 10. | Catering, Cleaning and Facilities Management UpdateA Seminar for both Trading and main Board Directors to be arranged in late September/early October 2016 to fully consider the options and develop a firm view to be presented by the Chief Executive to the Council’s Redesign Board in October.*Seminar took place 6 October 2016. Chair wrote to THC Convener with outcome of the seminar in advance of the Business Case being considered at THC Redesign Board 18 October 2016. Update included on the agenda for 14 December 2016 HLH Board meeting.* | IM | December 2016 |
| 12.iv. | Performance ReportInformation about regular health and safety assurance checks to be included in the Health and Safety and Environmental Compliance Policy.*Policy amended, uploaded to staff website and change communicated to staff* | DW | Complete |
| 13.vi.vii. | Membership AnalysisAn executive summary of the membership analysis report to be included in the Chief Executive’s report to Members of the Council’s Education, Children and Adults Services Committee in October 2016, with the possibility of circulating to all Council Members thereafter.*Summary included in 6 monthly report to ECAS Committee* *26 October 2016*Contact to be made with UHI to verify the terms of the corporate relationship with regards to the High Life Membership opportunity for staff and students.*Contact made with UHI and it was identified that the web site referred to at the Board meeting was actually the internal Inverness College website. The issue was remedied and HLH now has a presence on the UHI and IC website.* | DWJWM | CompleteComplete |
| 14. | Board Review Action PlanInvestigate seeking advice from “Changing the Chemistry” for future Board recruitment.*Advice sought from “Changing the Chemistry” and offer accepted to circulate advert for current recruitment process to members and Women on Boards website. With a Scottish Government commitment to improve gender balance on boards and expected changes in legislation, HLH will tie in with a larger Community Planning Partnership drive during 2017 and contribute to a larger event than it would manage on our own.* | IM | Complete |
| 15.ii. | Human ResourcesEmployee Code of Conduct revisions approved, subject to the inclusion of:1. The two additional Principles of Public Life;
2. The list in the appendix should refer to the Policy on the ‘Use of Social Media; and
3. Amend the section on gifts to have a specific upper limit of £30.

*Employee Code of Conduct updated and uploaded to staff website.* | GW | Complete |
| 16.iii. | Chair/Chief Executive UpdatesThe principle of having Board Advisors/Friends of High Life Highland was approved with delegation to the CE in conjunction with the Chairs and Vice Chairs of both Boards to finalise the role profile for the positions. This to be presented to the next Board meeting for information.*Included on agenda for 14 December HLH Board meeting and March 2017 HLH Trading Board meeting.*  | IM | December 2016 and March 2017 |