AGENDA ITEM 5

Matters Arising From HLH Board Meeting 14 December 2016

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| ITEM | DETAIL | LEAD | DUE DATE |
| 8i.and ii | Board Work Plan and 2017 Meeting DatesBoard Work Plan and meeting dates for 2017 agreed.*Directors Governance Handbook and Directors secure webpages updated with the work plan calendar and key date. E-diary invites issued to Directors of both boards December 2016.*  | IM | Complete |
| 10.iii. | Ancestral Tourism UpdateAnother business to be invited to participate in the pilot.*A recommendation for another business was put forward at the last meeting of the working group. Resource implication to be confimed.* | JWM | April 2017 |
| 11.ii. | Business Growth Priorities – Project UpdatesFollowing completion of the capital works at Poolewe swimming pool, agreed for HLH to assume responsibility for the management and routine revenue costs subject to a business case being presented to the March Board.*Business Case included on agenda for 27 March 2017 HLH Board.* | FH | March 2017 |
| 12.vii. | Finance ReportThe re-presented financial statements for the period to 31 March 2016 were approved.*Annual Report and Accounts signed 15/12/16 and submitted to Companies House/OSCR and CIC Regulator 20 December 2016.*A Special Meeting of the Finance and Audit Committee to be held in late January/early February, with all Directors invited to attend, to look at potential budget savings proposals and with these deliberations then to be submitted to the Highland Council.*Due to no change in the planning total nor the level of detail required by the Council, in consultation with the Chair the special meeting was cancelled with:** *An invitation to any Director who was unable to attend the budget session on the 14 December who would like a personal briefing, to arrange a discussion with Ian Murray and/or the chair of the F&A committee Douglas Graham*
* *Agreement that the F&A committee will receive an update on the situation and the progress in planning for the delivery of the savings items at its scheduled meeting on the 27 February.*
 | IMIMIM | CompleteCompleteFebruary 2017 |
| 14.iii. | Human Resources ReportStaff letting HLH facilities to clubs to be reminded of the importance of regular sampling of those clubs’ Child Protection Policies and practices.*Discussed at Senior Management Team meetings on 15 December 2016 and 22 February 2017 with managers reminded of HLH Adult and Child Protection suite of documentation in place and the need to ensure relevant staff are familiar with all responsibilities detailed. HLH Business Team at their meeting on 23 February agreed an action to include as a standing item on team meeting agendas.* | JWM | Complete |