AGENDA ITEM

Matters Arising From HLH Board Meeting 18 June 2015

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| ITEM | DETAIL | LEAD | DUE DATE |
| 8i and ii. | Additional section added to the scheme of delegation relating to the transfer of property/services to/from HLH and review date for scheme agreed.  *Directors Governance Handbook updated to include revised scheme and added to Board tracking document for review in June 2017.* | IM/MM | Complete  June 2017 |
| 9ii  9iv  9v.  9v. | Agreed list of capital projects to be submitted to the Highland Council  *List of projects submitted for consideration to THC Care and Learning Service’s Head of Resources on 8 July 2015*  Cyclical maintenance list to be re-ordered to prioritise projects and/or buildings that were unlikely to be affected by savings measures.  *Cyclical maintenance list re-ordered.*  Local Councillors to be kept fully informed in relation to the de-commissioning of Badaguish Outdoor Centre.  *Responses awaited from partners to enable assessment of viability of partnership project in Glenmore. Update to be provided once responses have been received.*  In relation to the Torrin Outdoor Activity Centre on Skye:   1. Usage figures and estimated costs of bringing the centre up to an acceptable standard to be brought to the next Board meeting.   *Included on the agenda for the 20 August 2015 HLH Board meeting.*   1. Add upgrading of this centre to the cyclical maintenance list.   *Added to cyclical maintenance list.*   1. Head of Performance to meet with local Councillors to provide them with an update on the centre.   *Meeting arranged for 5 October 2015.* | DW  DW  DW  DW  DW  DW | Complete  Complete  Ongoing  20 August 2015  Complete  *5 October 2015* |
| 11vii | Meeting to be sought with the Highland Council’s new administration to discuss the amalgamation of leisure services in Highland.  *Meeting took place 3 August 2015.* | IM | Complete |
| 12v.  12vi. | The positive health benefits of the library service, as evidenced in the customer survey to be fed back to relevant agencies and partners and to be used as “good news” publicity.  *To be included in the bi-annual report to ECAS Committee on 11 November 2015 and the survey report has been uploaded to the Libraries webpage.*  Feedback to be provided to the Board on the results of customer surveys from other areas of work as they are carried out.  *Results to be included in quarterly performance report to HLH Board as surveys are undertaken.* | DW  DW | 11 November 2015  Ongoing |
| 13iii | Acting up policy approved.  *Policy added to business processes section of the staff webpage and timetabled for review in 2 years.* | GW | Complete |
| 14ii | Director Jaci Douglas to thank Mr Bill Walker at 25 June THC meeting for his work over many years as Chair of the Highland Award Project.  *Mrs Douglas thanked Mr Walker at 25 June 2015 THC meeting.* | JD | Complete |
| 16vii | Format of bi-annual HLH Board/Trading Board meetings including overnight stay and facility visits amended to:   1. Hold bi-annual one day events starting early morning and including facility visits, a lunch with partners and the quarterly HLH Board meeting in the afternoon; and 2. Hold main Board and Trading Board meetings on same day, with the Trading Board meeting in the morning and main Board in the afternoon.   *Board work plan calendar has been updated to reflect changes and HLH Trading Diresctors notified by e-mail 26/06/15 of changes.* | IM  MM | Complete  Complete |
| 17i.  17ii. | Company Secretary to e-mail directors to offer an electronic Board paper distribution option.  *Directors of both Boards e-mailed 19 June 2015 for preferences for paper/electronic option.*  THC’s Head of Policy and Reform to be contacted to suggest that HLH attend quarterly informal meetings following Community Safety, Public Engagement and Equalities Committee.  *Contact made 30/06/15. THC’s Head of Policy and Reform to arrange invite to meetings. Remaining 2015 meetings scheduled for 30/09 and 10/12/2015.* | MM  IM | Complete  Complete |