AGENDA ITEM

Matters Arising From HLH Board Meeting 20 August 2015

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| ITEM | DETAIL | LEAD | DUE DATE |
| 6. | Annual Report and Audited Accounts to be submitted to Companies House and OSCR.*Annual Report and Accounts submitted week ending 20 November 2015* | GW | Complete |
| 8a) I and v. | Annual recruitment process for two Independent Directors to commence with advert specifying specific skills required by the Board.*In light of the additional vacancy created by the resignation of Richard Armitage, meaning there are now three vacancies, two current and a further one intimated effective from the March 2016 AGM, the Chief Executive is conferring with all Directors to establish if they have particular suggestions for the preferred background of a new Director(s) prior to the recruitment process commencing.* *The recruitment process is scheduled to commence in late November, with shortleeting in late January and the Nominations Committee meeting in February with a view to a recommendation for appointment(s) being made to the Highland Council on 10 March 2016.* | IM/MM | February 2016 |
| 9. | A further report on Torrin outdoor centre to be considered at the December 2015 HLH Board meeting.*An interim update is attached at* ***Appendix 1*** *and a verbal update will be provided at the 2 December 2015 meeting.* | DW | Complete |
| 10. | Mr I Ross, with Mr D Graham as a reserve, to accompany the Chair and the Chief Executive to meetings relating to the amalgamation of leisure services in Inverness.*Initial meeting took place on 17 September 2015. An update from the Chief Executive will be included on the agenda for the 2 December 2015 HLH Board meeting.* | IM | 2 December 2015 |
| 11iii | Trend information to be included in quarterly performance report for numeric performance indicators.*Report template updated.* | DW | Complete |
| 12ii and 12 iii | Policies on Job Evaluation and Time off for Trade Union duties approved.*Policies added to business processes section of the staff webpage and timetabled for review in 2 years.* | IM | Complete |
| 13ii. | Annual Board review to be held on the morning on 2 December Board meeting, with Mr David Gass as facilitator.*Board work plan calendar and electronic diary invites updated.* | IM | Complete |

**Appendix 1**

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|  | **HIGH LIFE HIGHLAND****Torrin Outdoor Centre****Site Visit** |

A visit to Torrin Outdoor Centre was conducted by Simon Swanson, Principal Estates Manager and Will Manners, HLH Outdoor Activities Manager on 4th November 2015. The building is in a poor state of repair and may be unsuitable for many potential client groups. The table below contains a list of observations as a result of that visit and recommendations / actions.

The intention is to develop Torrin Outdoor Centre through physical improvements, effective marketing and increased footfall to create revenue for reinvestment.

Simon Swanson – SS

Will Manners – WM

Maintenance Officer (Finlay McNab) – MO

Community Chair (Gordon Bushnell) - CC

Community Payback Officer (Stewart MacPhee) – CPO

Portree High School - PHS

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| **Serial** | **Location** | **Observation** | **Comment** | **Action** | **Cost** |
|  | Outside | External signage needed | e.g. contact HLH for rental enquiries etc | HLH – Alex (marketing) can produce signage. **WM** to send requirements to Alex (1.5m x 1.0m Torrin sign needed). Local MO or signage company can arrange attachment – **SS**External signage needs removing – next visit. |  |
|  | Roofing | Given the age of the building, its exposure and evidence of internal damp the roof needs surveying / repairs | Tile checks, flashing, and guttering re-alignment on sea facing side. | 4 Nov 15 - prior to some of the internal repairs the roof needs to be surveyed and necessary repairs carried out.  |  |
|  | ~~Outside~~ | ~~Gate post needs refitting and gate rehanging~~ |  | Wider grounds issue* ~~Wall maint – MO~~ **~~(SS)~~ –** Repair made. The wall is fine
* ~~Gate rehanging / repair – MO~~**~~(SS~~)** - The gate has been repaired through the MO
* Fire-pit, logs – **WM** discuss with CC
 |  |
|  | Outside | Main side gate needs preservative | Low skill task | Perhaps CPO or PHS task |  |
|  | Outside | Remove random rope from trees (including tyre) | Low skill task | Cut down and clean up | NA |
|  | Outside | Roadside gate and post need replacing | Sheep access prevention | MO Task4 Nov 15 - The wall has been repaired and is fine |  |
|  | Outside | Gas store needs replacement door |  |  |  |
|  | Outside | A ‘lea to’ for campers to cook under would be very useful as would outdoor (and robust table / bench) | Easily done – Design, material and funding will need prioritising | Could discuss with Portree HS / CPO - **WM** |  |
|  | Entrance area | Entrance area (with flat roof) ceiling has [feels] damp – mildew evident | Ingress of moisture through flat roof or damp due to lack of ventilation / heating | Structural survey prior to decorating action – MO to look at. (est Nov 15) - **SS** |  |
|  | Downstairs showers | Ceiling and walls in poor repair |  | 4 Nov 15 – Suggest extend wet walling and include ceiling in showers – post roof repair action. |  |
|  | Drying room | Poor state |  | 4 Nov 15 – Suggest wet walling |  |
|  | Entrance area | Peeling paint in entrance showers, toilets and drying room | Related to damp? | Structural survey prior to decorating action – MO **(SS)** |  |
|  | Kitchen / diner | Kitchen needs storage space | Kitchen probably needs replacing with proper cupboard doors and shelving (better use of space) |  | Est £3,000 - £4,000 inc fitting |
|  | Kitchen | Oven needs deep clean |  | 4 Nov 15 – Can this be arranged through THC cleaning contractor? | Est £100 |
|  | Kitchen / diner | Some kitchen utensils should be disposed of |  | 4 Nov 15 – new kitchen in first followed by replacement utensils as necessary | Est £250 |
|  | Kitchen / diner | Store and cleaning cupboard needs sorting out  | Dispose of rubbish, broken items, tidy up | 4 Nov 15 – propose that freezer is integrated into new kitchen layout. Property maintenance items such as painting equipment, dust sheets etc are all located in the under stairs cupboard. The cleaning cupboard should contain spare cleaning materials, loo roll etc. The kitchen store should then be available for residents and may contain items such as spare room heaters etc. What do you think Simon? |  |
|  | Kitchen / diner | Kitchen heaters will be inefficient | Replace heaters in kitchen with storage heaters | 4 Nov 15 – It is recommended that two large storage heaters are installed in the kitchen dinner on opposing walls. Can be £1,000 + but far more efficient than currently used electric heatersEnergy assessment (wind turbine) - **SS** | Can be £1,000 + / unit so £2,000 + plus fitting. Est £3,000 total |
|  | Kitchen / diner | Limited information available for arrivals | Welcome pack and operating instructions  | 4 Nov 15 – **WM** discuss with Lorraine H. Review existing ‘Welcome Pack’ information and update as necessary. (arrival checks, instructions on fire, security, 24/7 contacts, weather, incidents, local GP, departure action list etc) |  |
|  | Kitchen / diner | Limited information available for residents | local attractions, guidance, things to do, environment | 4 Nov 15 – WM discuss with PHS to identify what information should be available. Would they be interested in such a project?Outdoor activity options, providers, local attractions, walks, bike rides, wet weather options, natural environment posters (plants, birds etc), geology map etc |  |
|  | Bed rooms | Mattress covers, pillows and duvet are ‘unsavoury’ | Dispose of all mattress covers, pillows and replace. | 4 Nov 15 – mattresses are 6’ x 3’ (covers are £8 - $10, pillows £10)HLH – **WM** to ID mattress sizes and source covers during site visit | Est £400 (inc spares) |
|  | Bed rooms | Bed rooms in a poor state of decoration | Recent resident (Aug 15) reports water running down wall! Potentially damp in other rooms – roof needs checking | 4 Nov 15 – ceiling wall paper sticking / plaster patching / filling needs to be completed prior to painting could this be CPO. Rooms could then be painted by CPO or PHS organised groups.  All after any roof repairs **WM** | Est £500 for materials |
|  | Bed rooms | * Limited storage
* no bins
* Curtains need replacing
 |  | **WM** to cost under bed plastic storage a solution and bins. Replace curtains with blackout roller blinds post decorating | Est £320 |
|  | All rooms | Most if not all windows are rotten and beyond repair | Windows need replacing.  | MO can assess and action **SS** | MO |
|  | All rooms | Most ceiling lights need removing and flies disposed of! | Should be a list of visiting cleaner checks | 4 Nov 15 – Simon, who should I speak to about a routine cleaning list? **SS**Cleaning – **WM** to list requirements during site visit – **SS** can coord deep clean | Cleaning contract |
|  | Under stairs cupboard | Empty and dispose of unnecessary contents of under stairs | This cupboard should be for property maintenance items alone. | 4 Nov 15 – The relocating of such items can be done at next visit. | NA |