AGENDA ITEM

Matters Arising From HLH Board Meeting 21 August 2014

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| ITEM | DETAIL | LEAD | DUE DATE |
| 8i, ii and iii | Amended wording to the Report of the Chair to be included and accounts signed off by both the Chair of HLH Board and the Chair of the Finance and Audit Committee.  *Annual Report and Accounts now updated and signed and submitted to OSCR and Companies House.* | IM/MM | Complete |
| 9v. | Mr F Parr reappointed to the Finance and Audit Committee, pending his agreement.  *Mr Parr contacted by e-mail 12 September 2014 and confirmed agreement to be reappointed.* | MM | Complete |
| 10. | Amendments agreed to the reworked Statement of Purpose, Ambition, Core Values and Key Performance Indicators.  *Reworked statement updated to include agreed amendments.* | IM | Complete |
| 11ii | Method of operation of Trading Company to be reviewed annually.  *Incorporated in annual work plan calendar. Draft calendar for 2015 included on agenda for 28 October 2014 HLH Board meeting.* | IM | Complete |
| 12iii.  12iv. | Directors to respond to an e-mail seeking feedback on possible businesses to be targeted for corporate membership sales.  *E-mail sent 10 September 2014 and e-mail reminder issued with draft agenda for 28 October 2014 HLH Board meeting.*  A progress report on Corporate Sales to be submitted to the December 2014 HLH Board meeting.  *Included on draft agenda for 12 December 2014 HLH Board meeting.* | IM/FH/MM  FH | Complete  12 December 2014 |
| 13 | Award of tenders to be reported in a consistent manner.  *Template within Finance Report amended.* | GW | Complete |
| 16b).  16c) | Finance and Audit Committee working group delegated remit of reviewing existing proposed actions in order to meet the new planning total.  *Additional meeting of the informal Finance and Audit Committee working group held on 12 September 2014 to address the updated budget targets.*  Mrs Jenny Clarke to be invited to attend the next meeting of the Finance and Audit Committee as an observer with a view to possibly being appointed thereafter.  *Invitation to November Finance and Audit Committee issued with consideration being given to appointment at December HLH Board*  *Meeting.*  HLH ICC Project Group meeting to be arranged.  *Update report included on agenda for 28 October 2014 HLH Board meeting.* | GW  MM  GW | Complete  12 December 2014  28 October 2014 |