AGENDA ITEM

Matters Arising From HLH Board Meeting 23 April 2014

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| ITEM | DETAIL | LEAD | DUE DATE |
| 4. | Agreed HLH Minutes style to only include discussion where this led to an additional or amended recommendation.  *Minute format amended as agreed.* | MM | Ongoing |
| 6. | Links with “It’s a Bug’s Life” project and HEN to be investigated via THC Planning and Development Service.  *Link made with HLH staff involved in this project and Planning and Development Service staff.* | DW | Complete |
| 7ii and 7iii. | The importance of confidentiality in relation to ICT to be borne in mind during the ICT reprocurement exercise with interim reports on the ICT reprovisioning to be monitored by the Finance and Audit Committee with decisions being referred back to the main Board.  *Action being taken forward in ongoing discussions.* | DW | Ongoing |
| 11iv. | An improvement plan to be drawn up for any areas of weakness that had been identified by external evaluations.  *Head of Service to monitor.* | DW | Ongoing |
| 12iii.  12iv. and 12 vi.  12v. | The decision on the final layout of the annual Health and Safety report tables delegated to the Health and Safety Strategic Group .  *Discussed at H&S Strategic Meeting held on 13 May 2014*  Future Annual Health and Safety reports to include a statement on the environmental impact arising from the report and information on the independent Health and Safety audit.  *Annual Report template amended.*  A report from THC on the school building audit following the recent Edinburgh incident to be submitted to the Board once complete.  *HLH is meeting with THC’s Infrastructure and Development Manager on Tuesday 10 June 2014 to progress. An update will be available at the 25 June HLH Board meeting.* | DW  DW  DW | Complete  Complete  Ongoing |
| 14. | Director Ken Nicol re-appointed as Lead Director for Health and Safety for a 2 year period.  *Committee membership document to be updated.* | MM | Complete |
| 15ii. and 15iii.  15vi. | Annual recruitment process for independent directors to commence immediately and be advertised in tandem with the additional vacancy created as a result of Ms McArdle’s resignation.  *Interviews are scheduled for 11 June 2014 with THC recommending appointment at their meeting on 26 June 2014. A verbal update will be given at the HLH Board meeting on 25 June 2014.*  Nominations Committee replacement required as Director Laurence Young retiring.  *HLH Vice Chair to replace Chair as HLH Board representative on Nominations Committee.* | MM  MM | 25 June 2014  Complete |
| 16a. | Directors Laurence Young, Jenny Clarke and Jaci Douglas to represent the HLH Board at the December 2014 Highland Youth Voice Conference.  *Make up of HLH Panel fed back to HYV Executive* | DW | Complete |