AGENDA ITEM

Matters Arising From HLH Board Meeting 27 February 2014

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DETAIL | LEAD | DUE DATE |
| 7ii and  7iii. | Project group to carry out an assessment of the overall skills mix required by the Board and devise a plan showing how the mix could be integrated within the PDP process and any future recruitment of directors.  Review possibilities to recruit to current vacancy and two retiring Director vacancies simultaneously.  *The project group met on 1 April 2014 and a report will be included on the 23 April 2014 HLH Board agenda.* | MM | 23 April 2014 |
| 8c. | Directors not in attendance to be contacted to determine interest in being appointed to Highland Cultural Centre Reference Group with HLH Board confirming appointment by e-mail.  *Directors contacted were content not to be appointed to the group.* | GW | Complete |
| 9. | Director PDP process to commence as soon as possible subject to amendment made during discussion.  *PDP process updated and paperwork supplied to Chair and Vice Chair to begin process.* | LY/MM | Ongoing |
| 10. | Governance Publication to be made available on the High Life Highland website and the Directors’ web page subject to amendments suggested during discussion being implemented prior to the April Board meeting.  *Governance publication uploaded to HLH website and Directors’ webpage.* | IM | Complete |
| 11. | Discussion on the importance of early intervention in the design process of capital projects to take place at the next bi-monthly meeting with THC Chief Executive.  *Discussion took place at bi-monthly meeting with THC on 3 April 2014. A verbal update will be given at the 23 April 2014 HLH Board meeting.* | IM | 23 April 2014 |
| 12. | Policies approved subject to amendments made during discussion.  *Amendments made and policies circulated to unions for consultation, uploaded to staff website and linked to Governance Publication index.*  Proposals for monitoring the sponsorship policy to be taken back to a future meeting.  *Quarterly review undertaken through Risk Register.*  Head of Resources to speak to Mr Nicol about security measures that were built into/were to be built into (check) the ICT contract.  *Head of Resources e-mailed information on 27 March 2014.* | IM  FH  GW | Complete  Ongoing  Complete |
| 13. | Future finance reports to show positive figures in black and negative in red.  *Template amended for future reporting.* | GW | Complete |
| 15ii and iv.  15iii. | Detailed operational plans to be presented to the April HLH Board meeting and to specify completion timescales where appropriate.  *Included on agenda for 23 April 2014 HLH Board meeting.*  A note to be included at the start of the Business Outcomes stating that they were not ranked in order of importance.  *HLH Purpose, Key Business Objectives and Corporate Values paper updated to indicate alphabetical list of Business Outcomes.* | DW  IM | 23 April 2014  Complete |
| 16a.  16b.  16c.  16g. | Appointment of three Directors willing to sit on HYV conference panel deferred to April 2014.  *Included in Chief Executive verbal update item on agenda for 23 April 2014 Board meeting.*  HIE to assist with the facilitation of the Board’s ten year planning process with approval of the format and date of the ten year vision session delegated to the Chair and Vice Chair following comments being sought from other Directors by email with a stringent reply period.  *Discussions are ongoing with HIE with likely date at end of May. The proposed format to be circulated following further meeting with HIE.*  Service Point review.  *A cross party group of ten Councillors has been established by THC to review its service point provision. THC Officers have made a commitment to include HLH in the review/consultation as appropriate.*  Transfer of management of HFA agreed unless legal or other impediments become apparent during the preparation of the detail of the relevant agreements, to a timescale target of 1 April 2014.  *A verbal update will be provided to Directors at the 23 April HLH Board meeting.* | IM  IM  DW  IM | 23 April 2014  Ongoing  Complete  23 April 2014 |