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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  11 December 2019 | AGENDA ITEM REPORT No HLH /19 |

## **BOARD WORK PLAN AND 2020 MEETING DATES - Report by Chief Executive**

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| **Summary** This report sets out the Board Work Plan for High Life Highland for 2020.  It is recommended that Directors:-   1. comment on and agree the Work Plan in **Appendix A**; 2. agree meeting dates and timings for the Charity Board as detailed in paragraph 4.1 and summarised in **Appendix B**; 3. note that the Trading Company will be meeting a minimum twice yearly as detailed in paragraph 4.1 and summarised in **Appendix B**; 4. agree meeting dates for the Finance and Audit Committee as detailed in paragraph 4.2 and summarised in **Appendix B**; 5. agree meeting dates for the Strategic Health and Safety and Environmental Compliance Committee as detailed in paragraph 4.3 and summarised in **Appendix B**; 6. note the scheduled dates for the Inverness Castle Project Delivery Group meetings as detailed in paragraph 4.4. and summarised in **Appendix B**: and 7. note the position relating to Director’s facility visits. |

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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan   1. Sustain a high standard of health and safety, and environmental performance 2. **Implement the Service Delivery Contract with THC** 3. Improving customer engagement and satisfaction 4. Improving staff engagement and satisfaction 5. Enhance the positive charity image 6. Be a trusted and effective partner 7. Achieve sustainable growth across the organisation 8. Develop health and wellbeing across Highland communities 9. Develop and promote the High Life brand |
| **2.** | **Background** |
| 2.1  2.2  2.3 | The Board Work Plan for 2019 has been updated to the end of 2020.  The current pattern of four meetings per year for both the Charity Board, the Finance and Audit Committee, the Strategic Health and Safety and Environmental Compliance Committee and two per year for the Trading Company [with two further written updates between meetings] has been maintained for 2020.  The Highland Council (THC) approved calendar of meetings for 2020 has been consulted in preparing the draft calendar for HLH to avoid clashes with THC Director diaries. |
| **3.** | **Work Plan** |
| 3.1 | The Work Plan in **Appendix A** has been compiled taking account of the “Guidance Notes on Administrative Requirements” document used at the creation of HLH; the reporting requirements of The Highland Council; and the operational needs of HLH. |
| **4.** | **Meeting Dates** |
| 4.1 | Board meeting dates and times for 2020 are proposed, with all charity meetings taking place on a Thursday and commencing at 2pm. The Trading Company dates for the twice yearly meetings are also included. A summary of all dates is provided at **Appendix B**.   * 19 March 2020 – HLH Trading Board 10.30 am start. AGM 2pm start. HLH Board 2.10pm start. * 18 June 2020 (2pm start followed by Annual Staff and Volunteer Awards evening event). * 27 August 2020 HLH Trading Board 10.30 am start. HLH Board 2pm start. * 10 December 2020 (2pm start) |
| 4.2 | Finance and Audit Committee meeting dates for 2020 are proposed as follows (with all meetings taking place on Mondays and commencing at 10 am) and included in the summary at **Appendix B**:   * 24 February 2020 * 25 May 2020 * 10 August 2020 * 16 November 2020 |
| 4.3 | Strategic Health and Safety and Environmental Compliance Committee meeting dates for 2020 are proposed as follows (with all meetings taking place on Tuesdays and commencing at 10 am) and included in the summary at **Appendix B**:   * 25 February 2020 * 19 May 2020 * 18 August 2020 * 17 November 2020 |
| 4.4 | The HLH Board is represented at the Inverness Castle Project Delivery Group meetings by two nominated Directors and dates for 2020 meetings are as follows (with all meetings taking place on Fridays and commencing at 9 am) and included in the summary at **Appendix B**:   * 6 March 2020 * 5 June 2020 * 4 September 2020 * 4 December 2020 |
| **5.** | **Facility Visits** |
| 5.1 | Given the previously discussed diary challenges in arranging facility visits for Directors, it was agreed that future viewings should be arranged around specific openings of buildings, either new or refurbished, or planned events. |
| 5.2 | It is suggested that in addition, Directors should aim to visit a minimum of 3 facilities/teams at any point in the year, letting the Chief Executive know in advance. Directors will also be contacted seeking attendance at key events as they are planned. |
| **6.** | **Implications** |
| 6.1  6.2  6.3  6.4 | Resource Implications – there are no new resource implications arising from the recommendations of this report.  Legal Implications – there are no new legal implications arising from the recommendations of this report.  Equality Implications – there are no equality implications arising from the recommendations of this report.  Risk Implications – there are no risk implications arising from the recommendations of this report. |
| **Recommendation** It is recommended that Directors:-   1. comment on and agree the Work Plan in **Appendix A**; 2. agree meeting dates and timings for the Charity Board as detailed in paragraph 4.1 and summarised in **Appendix B**; 3. note that the Trading Company will be meeting a minimum twice yearly as detailed in paragraph 4.1 and summarised in **Appendix B**; 4. agree meeting dates for the Finance and Audit Committee as detailed in paragraph 4.2 and summarised in **Appendix B**; 5. agree meeting dates for the Strategic Health and Safety and Environmental Compliance Committee as detailed in paragraph 4.3 and summarised in **Appendix B**; 6. note the scheduled dates for the Inverness Castle Project Delivery Group meetings as detailed in paragraph 4.4. and summarised in **Appendix B**: and 7. note the position relating to Director’s facility visits. | |

Designation: Chief Executive

Date: 19 November 2019

**High Life Highland Board Annual Work Plan Calendar 2020 Appendix A**

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| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| 2020 |  |  |  |  |  |  |
| E-Mail to Directors | Between Board meetings | Late January 2020 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | February 2020 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 24 February 2020 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 24 February 2020 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 24 February 2020 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 24 February 2020 |  |  | HLH Finance and Audit Committee |  |
| Report on Risk Management and updates on substantial changes including quarterly review | Annual | 24 February 2020 |  | Governance | Finance and Audit Committee and HLH Board |  |
| Project Register | Quarterly | 24 February 2020 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Strategic Health and Safety Meeting | Quarterly | 25 February 2020 |  |  | HLH Board H&S Reps |  |
| HLH Trading Company (10.30 am ) | Bi-annually | 19 March 2020 |  | Legal | HLH Trading Company |  |
| Commercial Manager strategy update | Bi-annually | 19 March 2020 |  | LH HL | HLH Trading Company |  |
| HLH AGM (15 months max) (2 pm) | Annual | 19 March 2020 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board/ Member |  |
| HLH Board (2.10 pm) | Quarterly | 19 March 2020 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 19 March 2020 |  | Governance/Legal | HLH Board |  |
| Human Resources October-December | Quarterly | 19 March 2020 |  | Governance | HLH Board |  |
| Performance Report October - December | Quarterly | 19 March 2020 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Approval of Budget | Annual | 19 March 2020 |  | Governance | HLH Board |  |
| Annual Review on Effectiveness of Internal Controls | Annual | 19 March 2020 |  |  |  |  |
| Review Insurance Cover | Annual | 19 March 2020 |  | Governance | HLH Board |  |
| Health and Wellbeing Strategy Update | Bi-annually | 19 March 2020 |  |  | HLH Board |  |
| Chief Executive’s Performance Appraisal | Annual | March (tbc) |  | Governance | HLH Board |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Formal bi-monthly meeting with THC | Bi-monthly | April 2020 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | Early May 2020 |  | Agreed communication with directors between Board meetings | HLH Board & HLH Trading Company Board |  |
| Strategic Health and Safety Meeting | Quarterly | 19 May 2020 |  |  | HLH Board H&S Reps |  |
| Health, Care and Wellbeing Committee (previously CL&H, People and ECAS) | 6 monthly report | 20 May 2020 |  | Governance | Health, Care & Wellbeing Committee |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 25 May 2020 |  |  | HLH Finance and Audit Committee |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Annual Review of Financial Regulations and Standing Orders | Annual | 25 May 2020 |  |  | Finance and Audit Committee and HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 25 May 2020 |  | Governance | HLH Finance and Audit Committee |  |
| Formal bi-monthly meeting with THC | Bi-monthly | June 2020(TBC) |  |  | Chair/Vice Chair |  |
| Business Update to HLH Trading Board | Quarterly between meetings | June 2020 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board (2 pm) | Quarterly | 18 June 2020 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 18 June 2020 |  | Governance/Legal | HLH Board |  |
| Annual review of HLH Vision and Priorities | Annual | 18 June 2020 |  | Governance – AR and Assessment Dec 16 Action Point 1. | HLH Board |  |
| Finance & Audit Committee – att report – action 2 AR and Assess | Annual | 18 June 2020 |  | Governance | HLH Board |  |
| Annual review of Membership of each Board sub Committee | Annual | 18 June 2020 |  | Governance – AR and Assessment Dec 16 Action Point 3b | HLH Board |  |
| Annual review of areas of interest | Annual | 18 June 2020 |  | Governance – AR and Assessment Dec 16 Action Point 4b | HLH Board |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Human Resources January - March | Quarterly | 18 June 2020 |  | Governance | HLH Board |  |
| Performance Report January - March | Quarterly | 18 June 2020 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Health and Safety Report | Annual | 18 June 2020 |  | Governance | HLH Board |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 18 June 2020 |  |  | Finance and Audit Committee and HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 18 June 2020 |  |  | HLH Board |  |
| HLH Staff and Volunteers Award Ceremony (evening) | Annual | 18 June 2020 |  |  | HLH Board and HLH Trading Company Board |  |
| E-Mail to Directors | Between Board meetings | End July 2020 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | August 2020 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee | Quarterly | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Review draft Annual Report and Accounts | Annual | 10 August 2020 |  |  | HLH Finance & Audit Cttee |  |
| Annual Report on Restricted Funds | Annual | 10 August 2020 |  | 3rd meeting in annual cycle | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Annual Statement – TECKAL | Annual | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Gender Pay Gap Report | Annual | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 10 August 2020 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 10 August 2020 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 18 August 2020 |  |  | HLH Board H&S Reps |  |
| HLH Trading Company (10.30 am) | Bi-annually | 27 August 2020 |  | Legal | HLH Trading Company |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Approval of annual accounts | Annual | 27 August 2020 |  |  | HLH Trading Company |  |
| Commercial Manager strategy update | Bi-annually | 27 August 2020 |  |  | HLH Trading Company |  |
| HLH Board (2.00 pm) | Quarterly | 27 August 2020 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 27 August 2020 |  | Governance/Legal | HLH Board |  |
| Human Resources April – June | Quarterly | 27 August 2020 |  | Governance | HLH Board |  |
| Approval of Annual Gender Pay Gap Report | Annual | 27 August 2020 |  | Legal | HLH Board |  |
| Performance Report April – June | Quarterly | 27 August 2020 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Report on Risk Management and updates on substantial changes | Annual | 27 August 2020 |  | Governance | HLH Board |  |
| Approval of Annual Accounts | Annual | 27 August 2020 |  |  | HLH Board |  |
| Health and Wellbeing Strategy Update | Bi-annually | 27 August 2020 |  |  | HLH Board |  |
| \*Annual Return for main (Charitable) Company (to be prepared by Company Secretary) | Annual | 8 September 2020 | October 2020 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| \*Annual Return for Trading C.I.C. (to be prepared by Company Secretary) | Annual | 23 September 2020 | October 2020 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| Chief Executive’s Performance – 6 month Review | Annual | September 2020 |  | Governance | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | October 2020 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | End October 2020 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Health, Care and Wellbeing Committee (formerly CL&H, People Committee and ECAS) | 6 monthly report | 12 November 2020 |  | Governance | Health, Care and Wellbeing Committee |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 16 November 2020 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 16 November 2020 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 16 November 2020 |  |  | HLH Finance and Audit Committee |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Report – Data breaches | Quarterly | 16 November 2020 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 16 November 2020 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 16 November 2020 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Strategic Health and Safety Meeting | Quarterly | 17 November 2020 |  |  | HLH Board H&S Reps |  |
| Business Update to HLH Trading Board | Quarterly between meetings | 10 December 2020 |  | HLH Trading Board agreed 21/08/14 | HLH Trading Company Board |  |
| HLH Board Directors Annual Review and Assessment (am) | Annual | 10 December 2020 |  | Governance | HLH Board |  |
| HLH Board (2 pm) | Quarterly | 10 December 2020 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 10 December 2020 |  | Governance/Legal | HLH Board |  |
| Human Resources July – September (including annual review of Service Equalities) | Quarterly | 10 December 2020 |  | Governance | HLH Board |  |
| Performance Report July – September | Quarterly | 10 December 2020 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Task | Frequency | Meeting Date(s) | Deadline Date | Requirement/Reason | Stakeholder | Lead |
| Marketing and Communications Plan Update | Bi-annually | 10 December 2020 |  |  | HLH Board |  |
| Review Directors’ Register of Interests | Annual | 10 December 2020 |  | Legal | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | December 2020 (TBC) |  |  | Chair/Vice Chair |  |
| \*Annual Accounts (High Life Highland and High Life Highland (Trading) C.I.C. | Annual | 27 September 2020 | 31 December 2020 (within 9 months after the accounting reference date) | Legal | Companies House |  |
| C.I.C. Annual Reporting | Annual |  | 31 December 2020 | Legal | Companies House |  |
| \*Annual Return and Supplementary Monitoring Return | Annual | 27 September 2020 | End December 2020 | Legal | OSCR |  |
| E-Mail to Directors | Between Board meetings | Late January 2021 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Chief Executive’s Performance Review | Annual | Due March 2021 |  | Governance | HLH Board |  |
| Annual General Meeting | Annual | March 2021 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board |  |

HIGH LIFE HIGHLAND – SUMMARY KEY MEETING DATES 2020 **Appendix B**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | MEETING/EVENT | LOCATION | START TIME |
|  |  |  |  |
| 24.02.20 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 25.02.20 | Strategic Health and Safety Meeting (2 HLH Board Representatives) | Old Library, Dingwall | 10.00 am |
|  |  |  |  |
| 06.03.20 | Inverness Castle Project Delivery Group | Inverness Town House | 9.00 am |
|  |  |  |  |
| 19.03.20 | HLH (Trading) C.I.C. Board Meeting | Highland Archive and Registration Centre, Inverness | 10.30 am |
| 19.03.20 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Highland Archive and Registration Centre, Inverness | 1.00 pm |
| 19.03.20 | AGM | Highland Archive and Registration Centre, Inverness | 2.00 pm |
| 19.03.20 | HLH Board Meeting | Highland Archive and Registration Centre, Inverness | 2.10 pm |
|  |  |  |  |
| 19.05.20 | Strategic Health and Safety Meeting (2 HLH Board Representatives) | Old Library, Dingwall | 10.00 am |
|  |  |  |  |
| 25.05.20 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 05.06.20 | Inverness Castle Project Delivery Group | Inverness Town House | 9.00 am |
|  |  |  |  |
| 18.06.20 | HLH Board Meeting | Strathpeffer Pavilion | 2.00 pm |
| 18.06.20 | Annual Staff and Volunteer Award Ceremony | Strathpeffer Pavilion | 6.30 pm (tbc) |
|  |  |  |  |
| 10.08.20 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 18.08.20 | Strategic Health and Safety Meeting (2 HLH Board Representatives) | Old Library, Dingwall | 10.00 am |
|  |  |  |  |
| 27.08.20 | HLH (Trading) C.I.C. Board Meeting | Highland Archive and Registration Centre, Inverness | 10.30 am |
| 27.08.20 | HLH Board and HLH (Trading) C.I.C. Directors Lunch | Highland Archive and Registration Centre, Inverness | 1.00 pm |
| 27.08.20 | HLH Board Meeting | Highland Archive and Registration Centre, Inverness | 2.00 pm |
|  |  |  |  |
| 04.09.20 | Inverness Castle Project Delivery Group | Inverness Town House | 9.00 am |
|  |  |  |  |
| 16.11.20 | Finance and Audit Committee | Highland Archive and Registration Centre | 10.00 am |
|  |  |  |  |
| 17.11.20 | Strategic Health and Safety Meeting (2 HLH Board Representatives) | Old Library, Dingwall | 10.00 am |
|  |  |  |  |
| 04.12.20 | Inverness Castle Project Delivery Group | Inverness Town House | 9.00 am |
|  |  |  |  |
| 10.12.20 | HLH Board Annual Review and Assessment | Highland Archive and Registration Centre, Inverness | 9.30-1.00 pm |
| 10.12.20 | HLH Board Meeting | Highland Archive and Registration Centre, Inverness | 2.00 pm |