AGENDA ITEM 5

Matters Arising From HLH Board Meeting 11 December 2019

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DETAIL | LEAD | DUE DATE |
| 7i.  ii. | Board Appointments  Following the appointment of Director Ian Ross to the Chair position, the position of Vice Chair to be considered at the March HLH Board meeting.  *Included on the agenda for the 19 March 2020 HLH Board Meeting.*  Directors to be notified by email of any office vacancies in advance of meetings.  *Company Secretary Office to issue notification by email as vacancies arise.* | SF  SF | March 2020  Ongoing |
| 8ii. | Board Work Plan and Meeting Dates 2020  Provisional meeting dates and timings for the main company agreed, subject to discussion of a report to the next Board Meeting surrounding factors including location of meetings;  *Included on agenda for the 19 March 2020 HLH Board meeting.* | SW | March 2020 |
| 9.  v.  vi. | Budget Planning 2020/21  HLH Chief Executive to continue to engage at a strategic level with the Highland Council to reduce the budget gap for 2020/21.  *Regular meetings continue to take place with THC Senior Staff and Members and an update will be included on the agenda for the 19 March 2020 HLH Board meeting.*  Possibilities for capital borrowing to be investigated with The Highland Council.  *Agreed in principle, Capital requests to be accompanied by a business case.* | SW  SW | March 2020  Ongoing |
| 10ii. | Pricing Review  Firmer proposals regarding the pricing review in relation to the budget process, including a full analysis of attrition and retention strategy to be brought back to the Board.  *Scheduled to report to HLH June Board meeting as part of the regular Marketing and Communications Strategy update.* | JWM | June 2020 |
| 13iv. | Performance Report  A simplified reporting format to be developed for staff.  *A RAG rating radar diagram has been added to the performance pages of the staff web site and SMT performance reporting database and has also been included in the March Performance Report.* | DW | Complete |
| 16ii. | Chair/Chief Executive’s Updates  Authority delegated to the Finance and Audit Committee to consider the Strathpeffer Pavilion Business Case.  *Business Case recommendation for HLH to adopt the operation of Strathpeffer Pavilion was approved at 24 February 2020 Finance and Audit Committee meeting with transfer set for 1 April 2020.* | JWM | Complete |
|  | Valedictory  A letter conveying the Board’s thanks and paying tribute to Donald McLachlan’s work during his time as Chair of High Life Highland sent by Ian Ross on 16 December 2019 . | IR | Complete |