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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  10 December 2020 | AGENDA ITEM XX REPORT No HLH /20 |

## **BOARD WORK PLAN AND 2021 MEETING DATES - Report by Chief Executive**

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| **Summary** This report sets out the Board Work Plan for High Life Highland for 2021.  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. agree meeting dates and times for the Trading Company 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 Health, Safety and Environmental Compliance Committee as detailed in paragraph 4.3 and summarised in **Appendix B**; 6. note the timings of scheduled dates for the Nominations Committee as detailed in paragraph 4.4 and summarised in **Appendix B**; 7. note the scheduled dates for the Inverness Castle Project Delivery Group meetings as detailed in paragraph 4.5 and summarised in **Appendix B**; 8. note the provisional dates for the Annual Review and Staff and Volunteer Awards; and 9. 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 2020 has been updated to the end of 2021.  The current pattern of four meetings per year for the Charity Board, the Trading Company, the Finance and Audit Committee and the Health, Safety and Environmental Compliance Committee has been maintained for 2021.  The Highland Council (THC) approved calendar of meetings for 2021 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 and Trading Company meeting dates and times for 2021 are proposed, with the first three meetings taking place on a Wednesday and the fourth meeting taking place on a Thursday, commencing at 2pm for the Board, and 10.30am for the Trading Board. A summary of all dates is provided at **Appendix B**.   * 24 March 2021 - HLH Trading Board 10.30am start; AGM 2.00pm start; HLH Board 2.10pm start * 23 June 2021 - HLH Trading Board 10.30am start; HLH Board 2.00pm start * 1 September 2021 - HLH Trading Board 10.30am start; HLH Board 2.00pm start * 9 December 2021 - HLH Trading Board 10.30am start; HLH Board 2.00pm start |
| 4.2 | Finance and Audit Committee meeting dates for 2021 are proposed as follows (with all meetings taking place on Mondays and commencing at 10.00am) and included in the summary at **Appendix B**:   * 22 February 2021 * 17 May 2021 * 9 August 2021 * 15 November 2021 |
| 4.3 | Health, Safety and Environmental Compliance Committee meeting dates for 2021 are proposed as follows (with all meetings taking place on Tuesdays and commencing at 10.00am) and included in the summary at **Appendix B**:   * 23 February 2021 * 18 May 2021 * 10 August 2021 * 16 November 2021 |
| 4.4 | The Nominations Committee will be required to meet to shortlist and interview prospective Directors and to make recommendations to The Highland Council in relation to the selection of appropriate individuals for appointment as Independent Directors.  Membership of this committee is 1 Highland Council and 1 Independent HLH Director, HLH Chief Executive plus Director of Care and Learning/representative. Directors currently on this Committee are Linda Munro and Tracey Ligema. Recruitment will commence in December and close on 22 January 2021. The following dates are scheduled for the Committee to shortlist and interview and these are included in the summary at **Appendix B**:   * 28 January 2021 – shortlisting * 15 February 2021 - interviews |
| 4.5 | The HLH Board is represented at the Inverness Castle Project Delivery Group meetings by two nominated Directors and dates for 2021 meetings are as follows (with all meetings taking place on Fridays and commencing at 9.00am) and included in the summary at **Appendix B**:   * 5 March 2021 * 4 June 2021 * 3 September 2021 * 3 December 2021 |
| 4.6  4.6.1 | Due to the Covid-19 pandemic, neither the Board Annual Review and Assessment/Governance Training session nor the annual Staff and Volunteer Award event were able to be held in 2020.  Directors are asked to note the dates provisionally scheduled for October 2021. As long as UK/SG guidance permits, it is proposed to hold both these events in 2021, with exact dates and further details to be confirmed in due course. |
| **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. Visits will be co-ordinated around current UK/SG operating requirements at the time. Directors will also be contacted seeking attendance at key events where this is possible. |
| **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. agree meeting dates and times for the Trading Company 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 Health, Safety and Environmental Compliance Committee as detailed in paragraph 4.3 and summarised in **Appendix B**; 6. note the timings of scheduled dates for the Nominations Committee as detailed in paragraph 4.4 and summarised in **Appendix B**; 7. note the scheduled dates for the Inverness Castle Project Delivery Group meetings as detailed in paragraph 4.5 and summarised in **Appendix B**; 8. note the provisional dates for the Annual Review and Staff and Volunteer Awards; and 9. note the position relating to Director’s facility visits. | |

Designation: Chief Executive

Date: 13 November 2020

**High Life Highland Board Annual Work Plan Calendar 2021 Appendix A**

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| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Nominations Committee | Biennial recruitment | 28 January 2021 |  | Selection process | Nominations Committee |  |
| E-Mail to Directors | Between Board meetings | Late January 2021 |  | Agreed communication with directors between Board meetings | HLH Board/ HLH Trading Company Board |  |
| Nominations Committee | Biennial recruitment | 15 February 2021 |  | interview process | Nominations Committee |  |
| Formal bi-monthly meeting with THC | Bi-monthly | February 2021 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 22 February 2021 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 22 February 2021 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 22 February 2021 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 22 February 2021 |  |  | HLH Finance and Audit Committee |  |
| Report on Risk Management and updates on substantial changes including quarterly review | Annual | 22 February 2021 |  | Governance | Finance and Audit Committee and HLH Board |  |
| Project Register | Quarterly | 22 February 2021 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Health, Safety and Environmental Compliance Committee (10 am) | Quarterly | 23 February 2021 |  |  | HLH Board H&S Reps |  |
| HLH Trading Company (10.30 am ) | Quarterly | 24 March 2021 |  | Legal | HLH Trading Company |  |
| Catering Strategy update | Quarterly | 24 March 2021 |  | LH HL | HLH Trading Company |  |
| HLH AGM (15 months max) (2 pm) | Annual | 24 March 2021 |  | Governance  Articles of Association paragraphs 20-34 | HLH Board/ Member |  |
| HLH Board (2.10 pm) | Quarterly | 24 March 2021 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 24 March 2021 |  | Governance/Legal | HLH Board |  |
| Human Resources October-December | Quarterly | 24 March 2021 |  | Governance | HLH Board |  |
| Performance Report October - December | Quarterly | 24 March 2021 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Approval of Budget | Annual | 24 March 2021 |  | Governance | HLH Board |  |
| Annual Review on Effectiveness of Internal Controls | Annual | 24 March 2021 |  |  |  |  |
| Review Insurance Cover | Annual | 24 March 2021 |  | Governance | HLH Board |  |
| Health and Wellbeing Strategy Update | Bi-annually | 24 March 2021 |  |  | HLH Board |  |
| Chief Executive’s Performance Appraisal | Annual | March (tbc) |  | Governance | HLH Board |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Formal bi-monthly meeting with THC | Bi-monthly | April 2021 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | Early May 2021 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Education Committee | 6 monthly report | 20 May 2021 |  | Governance | Education Committee |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 17 May 2021 |  |  | HLH Finance and Audit Committee |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 17 May 2021 |  |  | Finance and Audit Committee and HLH Board |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 17 May 2021 |  | Governance | HLH Finance and Audit Committee |  |
| Health, Safety and Environmental Compliance Committee (10 am) | Quarterly | 18 May 2021 |  |  | HLH Board H&S Reps |  |
| Formal bi-monthly meeting with THC | Bi-monthly | June 2021(TBC) |  |  | Chair/Vice Chair |  |
| HLH (Trading) C.I.C. Board meeting (10.30 am) | Quarterly | 23 June 2021 |  | Legal | HLH Trading Company Board |  |
| HLH Board (2 pm) | Quarterly | 23 June 2021 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 23 June 2021 |  | Governance/Legal | HLH Board |  |
| Annual review of HLH Vision and Priorities | Annual | 23 June 2021 |  | Governance – AR and Assessment Dec 16 Action Point 1. | HLH Board |  |
| Finance and Audit Committee – attendance report – action 2 AR and Assessment | Annual | 23 June 2021 |  | Governance | HLH Board |  |
| Annual review of Membership of each Board sub Committee | Annual | 23 June 2021 |  | Governance – AR and Assessment Dec 16 Action Point 3b | HLH Board |  |
| Annual review of areas of interest | Annual | 23 June 2021 |  | Governance – AR and Assessment Dec 16 Action Point 4b | HLH Board |  |
| Human Resources January - March | Quarterly | 23 June 2021 |  | Governance | HLH Board |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Performance Report January - March | Quarterly | 23 June 2021 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Health and Safety Report | Annual | 23 June 2021 |  | Governance | HLH Board |  |
| Annual Review of Financial Regulations and Standing Orders | Annual | 23 June 2021 |  |  | Finance and Audit Committee and HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 23 June 2021 |  |  | HLH Board |  |
| E-Mail to Directors | Between Board meetings | End July 2021 |  | Agreed communication with directors between Board meetings | HLH Board and HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | August 2021 (TBC) |  |  | Chair/Vice Chair |  |
| HLH Finance and Audit Committee | Quarterly | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Review draft Annual Report and Accounts | Annual | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Annual Report on Restricted Funds | Annual | 09 August 2021 |  | 3rd meeting in annual cycle | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Internal Controls | Quarterly | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Report - Data Breaches | Quarterly | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Annual Statement – TECKAL | Annual | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Gender Pay Gap Report | Annual | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 09 August 2021 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 09 August 2021 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Health, Safety and environmental Compliance Committee (10 am) | Quarterly | 10 August 2021 |  |  | HLH Board H&S Reps |  |
| HLH Trading Company (10.30 am ) | Bi-annually | 01 September 2021 |  | Legal | HLH Trading Company |  |
| Approval of annual accounts | Annual | 01 September 2021 |  |  | HLH Trading Company |  |
| Catering strategy update | Bi-annually | 01 September 2021 |  |  | HLH Trading Company |  |
| HLH Board (2.00 pm) | Quarterly | 01 September 2021 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 01 September 2021 |  | Governance/Legal | HLH Board |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Human Resources April – June | Quarterly | 01 September 2021 |  | Governance | HLH Board |  |
| Approval of Annual Gender Pay Gap Report | Annual | 01 September 2021 |  | Legal | HLH Board |  |
| Performance Report April – June | Quarterly | 01 September 2021 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Report on Risk Management & updates on substantial changes | Annual | 01 September 2021 |  | Governance | HLH Board |  |
| Approval of Annual Accounts | Annual | 01 September 2021 |  |  | HLH Board |  |
| Health and Wellbeing Strategy Update | Bi-annually | 01 September 2021 |  |  | HLH Board |  |
| \*Annual Return for main (Charitable) Company (to be prepared by Company Secretary) | Annual | 08 September 2021 | October 2021 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| \*Annual Return for Trading C.I.C. (to be prepared by Company Secretary) | Annual | 23 September 2021 | October 2021 (Within 28 days of the anniversary of Incorporation) | Legal | Companies House |  |
| Chief Executive’s Performance – 6 month Review | Annual | September 2021 |  | Governance | HLH Board |  |
| PROVISIONAL TBC - HLH Board Directors Annual Review and Assessment / Governance Training (am) | Annual | October 2021 |  | Governance | HLH Board |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| PROVISIONAL TBC - HLH Staff and Volunteers Award Ceremony | Annual | October 2021 |  |  | HLH Board & HLH Trading Company Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | October 2021 (TBC) |  |  | Chair/Vice Chair |  |
| E-Mail to Directors | Between Board meetings | End October 2021 |  | Agreed communication with directors between Board meetings | HLH Board & HLH Trading Company Board |  |
| HLH Finance and Audit Committee (10 am) | Quarterly | 15 November 2021 |  |  | HLH Finance and Audit Committee |  |
| Financial Performance | Quarterly | 15 November 2021 |  |  | HLH Finance and Audit Committee |  |
| Internal Controls | Quarterly | 15 November 2021 |  |  | HLH Finance and Audit Committee |  |
| Report – Data breaches | Quarterly | 15 November 2021 |  |  | HLH Finance and Audit Committee |  |
| Review Risk Register | Quarterly | 15 November 2021 |  |  | HLH Finance and Audit Committee |  |
| Project Register | Quarterly | 15 November 2021 |  | Review and agree HLH Project Register | HLH Finance and Audit Committee |  |
| Health, Safety and Environmental Compliance Committee (10 am) | Quarterly | 16 November 2021 |  |  | HLH Board H&S Reps |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| Education Committee | 6 monthly report | 17 November 2021 |  | Governance | Education Committee |  |
| HLH (Trading) C.I.C. Board Meeting | Quarterly | 09 December 2021 |  | Legal | HLH Trading Company Board |  |
| HLH Board (2 pm) | Quarterly | 09 December 2021 |  | Legal | HLH Board |  |
| Financial Performance | Quarterly | 09 December 2021 |  | Governance/Legal | HLH Board |  |
| Human Resources July – September (including annual review of Service Equalities) | Quarterly | 09 December 2021 |  | Governance | HLH Board |  |
| Performance Report July – September | Quarterly | 09 December 2021 |  | Service Delivery Contract Schedule Part 2 | HLH Board |  |
| Marketing and Communications Plan Update | Bi-annually | 09 December 2021 |  |  | HLH Board |  |
| Review Directors’ Register of Interests | Annual | 09 December 2021 |  | Legal | HLH Board |  |
| Formal bi-monthly meeting with THC | Bi-monthly | December 2021 (TBC) |  |  | Chair/Vice Chair |  |
| \*Annual Accounts (High Life Highland and High Life Highland (Trading) C.I.C. | Annual |  | By 31 December 2021 (within 9 months after the accounting reference date) | Legal | Companies House |  |
| C.I.C. Annual Reporting | Annual |  | By 31 December 2021 | Legal | Companies House |  |
| **Task** | **Frequency** | **Meeting Date** | **Deadline Date** | **Requirement/Reason** | **Stakeholder** | **Lead** |
| \*Annual Return and Supplementary Monitoring Return | Annual |  | By 31 December 2021 | Legal | OSCR |  |

**HIGH LIFE HIGHLAND – SUMMARY KEY MEETING DATES 2021**  **Appendix B**

**All meetings will be online using MS Teams until Scottish Government meeting restrictions are relaxed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **DATE** | **MEETING/EVENT** | **START TIME** |
| Thursday | 28.01.21 | Nominations Committee – shortlisting | tbc |
|  |  |  |  |
| Monday | 15.02.21 | Nominations Committee – Interviews | tbc |
|  |  |  |  |
| Monday | 22.02.21 | Finance and Audit Committee | 10.00 am |
|  |  |  |  |
| Tuesday | 23.02.21 | Health, Safety and Environmental Compliance Committee | 10.00 am |
|  |  |  |  |
| Friday | 05.03.21 | Inverness Castle Project Delivery Group | 9.00 am |
|  |  |  |  |
| Wednesday | 24.03.21 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 24.03.21 | AGM | 2.00 pm |
| Wednesday | 24.03.21 | HLH Board Meeting | 2.10 pm |
|  |  |  |  |
| Monday | 17.05.21 | Finance and Audit Committee | 10.00 am |
|  |  |  |  |
| Tuesday | 18.05.21 | Health, Safety and Environmental Compliance Committee | 10.00 am |
|  |  |  |  |
| Friday | 04.06.21 | Inverness Castle Project Delivery Group | 9.00 am |
|  |  |  |  |
| Wednesday | 23.06.21 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 23.06.21 | HLH Board Meeting | 2.00 pm |
|  |  |  |  |
| Monday | 09.08.21 | Finance and Audit Committee | 10.00 am |
|  |  |  |  |
| Tuesday | 10.08.21 | Health, Safety and Environmental Compliance Committee | 10.00 am |
|  |  |  |  |
| Wednesday | 01.09.21 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Wednesday | 01.09.21 | HLH Board Meeting | 2.00 pm |
|  |  |  |  |
| Friday | 03.09.21 | Inverness Castle Project Delivery Group | 9.00 am |
|  |  |  |  |
| TBC | OCTOBER | HLH Board Annual Review & Assessment, & Governance Training |  |
| TBC | OCTOBER | Annual Staff and Volunteer Award Ceremony |  |
|  |  |  |  |
| Monday | 15.11.21 | Finance and Audit Committee | 10.00 am |
|  |  |  |  |
| Tuesday | 16.11.21 | Health, Safety and Environmental Compliance Committee | 10.00 am |
|  |  |  |  |
| Friday | 03.12.21 | Inverness Castle Project Delivery Group | 9.00 am |
|  |  |  |  |
| Thursday | 09.12.21 | HLH (Trading) C.I.C. Board Meeting | 10.30 am |
| Thursday | 09.12.21 | HLH Board Meeting | 2.00 pm |