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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  1 SEPTEMBER 2021 | AGENDA ITEM REPORT No HLH/ /21 |

## **HLH BOARD AND COMMITTEE MEETING FORMAT - Report by Chief Executive**

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| **Summary** The purpose of this report is to consider the future format of meetings across the Charity as it comes out of the pandemic period.  It is recommended that Directors comment on proposals prior to preparation of the 2022 Board meeting calendar. | |
| **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 | During the pandemic period all 2020 and 2021 Board and Committees were unable to meet physically, moving to an online format using the Microsoft Teams platform.  As restrictions ease and there is a return to normality, the meeting format has been reviewed. |
| **3.** | **HLH Board and Committee meeting format 2022** |
| 3.1  3.2  3.3  3.4  3.5  3.6 | Consideration has been given to the way in which meetings are conducted across the whole organisation and **Appendix A** details a proposal for consideration on how Board and Committee meetings may look across the Charity as it comes out of the pandemic period.  The proposal obviously takes into account (in no particular order) the lessons learned from the past year or so: what the Charity now knows to be possible and workable; travel costs savings in attending meetings; environment benefits to reducing travel/emissions and the efficiencies/benefits of not having to travel to and from meetings. The proposal limits the number of face-to-face meetings, but doesn’t totally remove them. The new proposals are for use as guidance, where there is a need for ad-hoc face-to-face meetings, then this can be considered by the appropriate Board/Committee Chair.  This proposal was discussed earlier this year with the relevant Board and Committee Chairs in place at that time, with agreement in principle. The Chairs were keen that the views of all Directors were taken into account, in order to consider any issues that may arise out of a new approach to individual meetings.  The proposal removes the need for a hybrid approach (where individuals join meetings both in person with others joining virtually) to meetings – experience has shown that despite the progress in technology, a hybrid meeting substantially increases the technical challenges and in addition requires specific specialist input (throughout the meeting) to ensure the system remains stable. It is recognised that the Highland Council is considering moving towards a hybrid system and their experience will be monitored.  Where person-to-person meetings are required, social distancing will be maintained throughout, hand sanitiser will be provided and there will not be any sharing of materials.  Directors are asked to comment on proposals, following which the agreed position will then be incorporated in to the 2022 annual board work plan calendar and meeting date report that this Board will consider in December, with any agreed plans being implemented from 2022. |
| **4.** | **Implications** |
| 4.1 | Resource Implications – there are no additional resource implications arising from this report. |
| 4.2 | Legal Implications - there are no new legal implications arising from this report. |
| 4.3 | Equality Implications – there are no new equality implications arising from this report. |
| 4.4 | Risk Implications – there are no new risk implications arising from this report. |

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| **Recommendations** It is recommended that Directors comment on proposals prior to preparation of the 2022 Board meeting calendar. |

Designation: Chief Executive

Date: 5 August 2021

**Appendix A**

**POST RECOVERY BOARD MEETING SCHEDULE**

**PROPOSAL**

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| MEETING | CURRENT | PROPOSED |
| HLH Charity Board Meeting | Quarterly | \*Alternating between on-site location and virtual meetings. |
| HLH Trading Board Meeting | Quarterly | \*Alternating between on-site location and virtual meetings (on the same schedule as Charity Board meetings). |
| HLH Finance and Audit Meeting | Quarterly | \*Alternating between on-site location and virtual meetings. |
| HLH Health and Safety and Environmental Compliance Committee | Quarterly | \*Alternating between on-site location and virtual meetings (consideration as to whether to have F&A and HSEC on same day when meeting on-site – currently they are held one day after the other) |