AGENDA ITEM

Matters Arising From HLH Board Meeting 13 December 2021

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| ITEM | DETAIL | LEAD | DUE DATE |
| 7ii | Board Development  Agreed the actions and implementation timetable proposed in the action plan.  *Outstanding actions are being progressed.* | SW | June 2022 |
| 8i | Budget Planning 2022/23  A positive message to be sent to THC about the need for HLH to maintain an acceptable level of reserves in accordance with the reserves level set by the Board.  *This message has been included at all stages of the budget planning and negotiation process with THC and will be covered within the agenda for the March HLH Board meeting.*  *.* | SW | Complete |
| 10  ii | Environmental Policy  Review and update policy opening statement “HLH is a charity ….formed on 1 October 2011 …” To be reviewed and updated.  *Opening statement updated removing 2011 date now that the charity is 10 years old.*  Consider how best to incorporate failing to take positive action towards zero carbon targets and potential reputational damage within the HLH Risk Register.  *The Environmental Policy will be closely monitored via quarterly reports to HSECC.  Any concerns regarding achieving compliance with the policy will be highlighted and if necessary raised for consideration of inclusion within the charity risk register with a relevant Risk Management Action Plan produced if above the line.* | SW  JWM | Complete  Ongoing |
| 11vii | Finance Report  Approval of the Catering Goods contract delegated to the Chair of the Finance and Audit Committee.  *Consideration of the procurement process underway following receipt of one tender only. Delegated approval was not required.* | SW | Complete |
| 13  vi | Human Resources  Approval of the Gender Pay Gap Report to March 2021 for submission to the UK Government and publication on the HLH website.  *Report submitted to the UK Government and uploaded to the HLH website 2 February 2022.*  When available, information on how HLH compared to other similar organisations in terms of Gender Pay Gap to be circulated to Directors.  *Comparison will be undertaken post 31 March 2021 deadline and results will be included in HR report on June HLH Board agenda.* | JWM  JWM | Complete  June 2022 |
| 16. | Marketing and Communications Update  Request for circulation of presentation provided to allow more detailed consideration of its content.  *Arrangements in place to ensure circulation prior to 6 monthly Board updates.*  Weekly media digest currently prepared to be made available to Directors should they wish to request it.  *Process in place to provide to Directors on request.* | JWM  JWM | Ongoing  Ongoing |