AGENDA ITEM 5

Matters Arising from HLH Board Meeting 31 August 2023

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| ITEM | DETAIL | LEAD | DUE DATE |
| 6.  iii. | Approval of Draft Annual Report and Accounts  Finance and Audit Committee to take forward a review of the issuing of manual pay cheques.  *Included on the November Finance and Audit Committee agenda with a progress report agreed to the February 2024 meeting.* | SW | Ongoing |
| 9.  ix.  x. | Finance Report  Review consistency in service naming conventions in the report.  *Naming conventions updated in both Finance Report and Key Business Objectives document.*  Consider policies around the use of cc and bcc in e-mail to reduce data breaches.  *Existing Data Protection Staff Guidance, which includes guidance on the use of cc and bcc has been refreshed and issued to staff. Due to its importance, all staff will be reminded to read new releases of the Data Protection guidance every time they log onto the staff website - until such time as the system records they have done so (this is held as a date/time stamp for all staff).*  *No immediate technical solution is possible at this time, however there will be some future improvements with the new leisure management system sending emails direct to customers (not via Outlook). This will effectively always use the bcc field when sending to more than one customer.* | SW  DW  DW | Complete  Complete  Ongoing |
| 12.  iii  iv. | Annual Review of Risk Register  Agreed to review the ragging of risk HLH 16 for the next quarterly report.  *Reviewed with no amendment made at this stage (whilst still within handover and other parallel operations at the Rugby Club site). Further review will take place in due course.*  Risk HLH 03 to be amended to include reference to the possible shortage of tradespersons.  *Risk HLH 03 description updated to reflect above.* | SW  SW | Complete  Complete |
| 13. | Youth Convener Update  The Youth Convener to be asked to attend a board meeting mid tenure.  *Included on the draft agenda for March 2024 HLH Board meeting.* | JW | March 2024 |