



HOOPLE BOARD

Minutes of a meeting of the BOARD OF DIRECTORS OF HOOPLE LTD held in the Hereford Room, Ground Floor at Plough Lane, Hereford, on Thursday 21 March 2019 at 1.30pm.

Board Members present:

Richard Ball (RB)	Non-Executive Director – Herefordshire Council
Andrew Cottom (AC)	Non-Executive Director - Wye Valley NHS Trust
Harry Bramer (HB)	Non-Executive Director – Herefordshire Council

Officers Supporting the Board:

Nick Mather (NM)	Chief Operating Officer
Audrey Clements (AEC)	Head of Management Accounting, Herefordshire Council
Tracey Sampson (TS)	Head of HR, Herefordshire Council
Liz Chandler (LC)	Company Secretary Support / Minute Taker

Invited:

David Warden (DW)	Associate Director IM&T, Wye Valley NHS Trust
Laura Lloyd (LL)	Commercial and Contracts Manager

1. Apologies

1.1 Apologies were noted from Clive Hall, Acting Assistant Director for Highways and Transport.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Minutes, Action Sheet and Matters Arising

3.1 The minutes of the board meeting held on 4 February 2019 were approved as an accurate recording of the meeting.

3.2 All actions were noted.



4. Finance and Business Update

- 4.1 The board noted the finance and business update report including the 2019/20 outturn position, the progress to date made by the business and the key issues and risks.
- 4.2 Audrey Clements (AC) confirmed that Herefordshire Council have approved the revision to the admission agreement and it is pending shareholder approval and approval from Worcestershire County Council.
- 4.3 Nick Mather (NM) confirmed the Business Development Manager, Andrew Field started on Monday and informed the Board his main focus areas will be training and recruitment.

5. Draft Business Plan and Draft Budget 2019/20

- 5.1 The board agreed the business plan and the budget for 2019/20.

6. Pay Reward

- 6.1 The Head of HR, Tracey Sampson (TS) provided a summary of the report and sought approval from the board for a cost of living pay award of 2%.
- 6.2 The board agreed the 2% pay award.

7. Completed Audits and Internal Audit Plan 2019/20

- 7.1 AC reported to the board that three audits have taken place since the last board meeting. AC advised that the Hoople SLA audit received to be a positive audit with recommendations on how KPI's are reported and sharing the Business Continuity Plans.
- 7.2 The payments audit reviewed processes within the creditor's team and two recommendations were made which were rated at low level.
- 7.3 The DBS audit reviewed working practises for compliance and there are some recommendations in order to tighten up on recording. A new manager is in post and will be taking forward the recommendations in the next few months.



7.4 Andrew Cottom (AC) advised he agreed with the idea of having internal audits and that having an assessment of the relevance of importance of the recommendation would also be helpful.

Action: AEC

7.5 The board agreed the internal audit plan for 2019/20.

8. Forward Plan

8.1 The board members noted the forward plan.

9. Any other Business

Communication and Announcements

9.1 NM will communicate the 2% pay award, the business plan and the pension changes to staff.

Action: NM/LC

9.2 NM advised he would do a tour of the service areas to discuss the business plan with the staff.

Action: NM/LC

Next Meeting Date - 23 May 2019

9.3 AC advised he might not be able to attend the meeting on 23rd May due to commitments at WVT. LC agreed to confirm and rearrange the meeting if necessary.

Action: LC