



HOOPLE BOARD

Minutes of a meeting of the BOARD OF DIRECTORS OF HOOPLE LTD held in Committee Room 1 at the Shire Hall, Hereford on Thursday 13 June 2019 at 2.00pm.

Board Members present:

Andrew Cottom (AC) – Chair

Non-Executive Director - Wye Valley NHS Trust

Richard Ball (RB)

Non-Executive Director – Herefordshire Council

Officers Supporting the Board:

Nick Mather (NM)

Chief Operating Officer

Audrey Clements (AEC)

Head of Management Accounting, Herefordshire Council

Kerry Lawrence

Company Secretary Support / Minute Taker

Invited:

Clive Hall (CH)

Acting Assistant Director for Highways and Transport

1. Appointment of Chair

1.1 In the absence of the previous Chair, Cllr Harry Bramer, AC was elected to chair the meeting.

2. Apologies

2.1 Apologies were noted from David Warden, Associate Director of IM&T, Wye Valley Trust.

3. Declarations of Interest

3.1 There were no declarations of interest.

4. Minutes, Action Sheet and Matters Arising

4.1 The minutes of the board meeting held on 21 March 2019 were approved as an accurate recording of the meeting.

4.2 The board members reviewed the action tracker and the following updates were received:

3/A To be carried forward to when the next internal audit report is available.

3/B NM reported that KPI's have been agreed for WVT and are in place for 19/20.



3/C RB board felt it was a good opportunity to hold a stakeholders session with the recent change in council's administration to provide an understanding of what Hoople and the benefits it offers. Proposed, subject to availability, the event to take place at 12.30 pm on 25 July, with lunch, directly prior to the board meeting and the invitees would be: Council Leader, Chief Executive, Deputy Leader, Cabinet members, Chief Finance Officer, Director for Children and Families, Director for Adult and Communities. From WVT – Chairman, Chief Executive, Director of Finance and Information.

9/E AEC advised that she was waiting for the accounts to be closed to determine what the impact of the pension is as to what we have remaining to invest.

Action: AEC

Action: KL to update action tracker

5. Finance and Business Update

5.1 AEC advised that the year-end audit is currently under way and no concerns have been raised to date.

5.2 Since the report was circulated, a provision for insurance has been made following the advice of the insurance brokers which has reduced the profit by a small amount.

5.3 Following the auditors advice, AEC advised that the pension liability will flow through the accounts as normal for 2018/19 and then be removed at the 31st March 2019 as an exceptional item.

5.4 The auditors had highlighted that there was a significant amount of debt outstanding by shareholders at the end of last year, however there were no concerns with payment.

5.5 The statutory accounts will be presented to the next board meeting in July and Bishop Fleming will attend to report their findings, following approval, the accounts will be published. RB suggested that councillors should be briefed in advance of publication as appropriate.

Action: AEC

5.6 AC highlighted the reputation risk should Hoople be subject to a successful cyber-attack. NM confirmed that this was a material risk and informed the board that Hoople has achieved the national cyber security centre's Cyber Essentials Plus standard. It is expected that this will be required across the public sector in 2021.

5.7 RB asked whether there was an opportunity to offer support to the Bishop Anthony Trust Schools.

Action: NM to explore



6. Forward Plan

6.1 The board reviewed the forward plan and, subject to adding the shareholder event in July, it was agreed.

Action: KL to update the forward plan

6.2 It was noted that the accounts could be presented to board in July, subject to Bishop Fleming being available.

Action: AEC/KL

7. Any Other Business

7.1 NM advised that there were two staff event sessions taking place on 26 and 27 June at the Shirehall facilitated by the Art of Brilliance, and extended the invitation to board members.

8. Date and Times of Next Meeting

8.1 The next meeting is due to take place on 25th July 2019 at 2.00pm in the Leominster Room at Plough Lane, to include the Shareholders' Meeting from 12.30pm if available.