

HOOPLE BOARD

Minutes of a meeting of the BOARD OF DIRECTORS OF HOOPLE LTD held via Microsoft Teams on Friday 10th December 2021 at 9.00 – 10.30 am.

Board Members present:

Andrew Cottom (AC)	Chairman and Non-Executive Director (Wye Valley NHS Trust)
Cllr David Hitchiner (DH)	Non-Executive Director (Herefordshire Council)
Andrew Lovegrove (AL)	Non-Executive Director (Herefordshire Council)
Andrew McLean (AM)	Non-Executive Director (Lincolnshire County Council)

Hoople Officers Supporting the Board:

Audrey Clements (AEC)	Chief Operating Officer
Stephen Weller (SW)	Head of Commercial Development
Tracey Sampson (TS)	Assistant Director for People
Mark Aldsworth (MA)	Head of Buildings Operations
Simon Mortimore (SM)	Head of IT
Kerry Lawrence (KL)	Company Secretary Support / Minute Taker

Invited:

David Warden (DW)	Associate Director IM&T, Wye Valley NHS Trust
[Redacted]	Assistant Director All Ages Commissioning, Herefordshire Council (item 5 only)
[Redacted]	Commissioning Consultant, Herefordshire Council (item 5 only)

1. Apologies

1.1 No apologies of absence were received.

2. Declarations of Interest

2.1 Hoople Officers AEC, MA, SW and SM declared an interest in item 6, Hoople Pension Scheme.

2.2 AEC also declared a family member is employed by Aviva, however in no connection to Hoople business.

3. Minutes, Action Sheet and Matters Arising

3.1 The minutes of the meeting held on 18th October 2021 were agreed as an accurate recording.

Action log

- 3.2 The board acknowledged the update in relation to scoot traffic light management system and agreed to close the action 10/A.
- 3.3 The board noted there were no further outstanding actions.

4. Finance and Business Update

- 4.1 The board noted the finance and business update report including the 2021/22 outturn position, the progress to date made by the business and the key issues and risks.
- 4.2 AEC noted that debt was high due to an outstanding invoice with Herefordshire Council in relation to building maintenance and cleaning services but there were no concerns with payment.
- 4.3 AEC explained following the latest government announcement in relation to covid guidance, majority of staff continue to work from home, face to face events are being cancelled and masks continue to be worn in the office by the minority of staff using the building.
- 4.4 Staff well-being and mental continues to be priority, particularly during the festive period. AEC explained that staff are being supported in a number of ways including staff meetings, signposting staff to resources that are available to them, introduction of mental health first aiders, also the HOW system will begin in January and will help ensure those conversations take place between staff and their line managers.
- 4.5 AEC sought board's views on whether to continue with the shareholder event in person on 20th December given the latest announcement. It was agreed with the high levels of covid cases and added pressure on the NHS, the event would be postponed.
Action: KL
- 4.6 TS explained that there is a serious shortfall in care recruitment with vacancies rising. Hoople has a key role to play in addressing this issue and conversations have begun whether new roles could be introduced to lead recruitment work across the sector.
- 4.7 AC commenced SM for his presentation to WVT's Audit Committee which was well received and highlighted the need to resolve the out of hours issue.
- 4.8 SW confirmed that training and education were continuing with face to face training inline with the DfE guidance as the end of term approaches.
- 4.9 SW reported that as Kickstart Scheme placement is set to come to an end, Hoople has 20 placements slightly higher than reported.

- 4.10 MA reported that it had been difficult to recruit to a key senior position within the building maintenance service, however it's not expected to impact service delivery until February when capital works will be considered. In the meantime, the post has been recruited to on a temporarily basis for the less technical aspects of the role.

5. Hoople Care

- 5.1 [Redacted] and [Redacted] were in attendance for this item and introduced themselves as Assistant Director of Older People's Services and commissioning consultant working in learning disabilities respectively.
- 5.2 SW gave a presentation on the overview of Hoople Care including the journey, developments and future aspirations.

6. Hoople Pension Scheme

- 6.1 AC highlighted that whilst noting the interest of some Hoople officers present, that it was important to acknowledge that the decision is with the directors.
- 6.2 TS outlined the background and explained the reasons for the review was due to poor value by Standard Life. Following a review with Cartwright, a specialist organisation who assessed the market, their recommendation was that board supports moving to Aviva because they are the most competitive financially and offer better support for staff.
- 6.3 TS explained that there were two further steps to take in the governance process is to engage with the provider to set out what consultation is required to consultant with the workforce and the decision maker are the shareholders.
- 6.4 Board was supportive of the recommendation to Shareholders to approve the company pension transfer to Aviva.

Action: KL

7. Scheme of Delegation and Reservation

- 7.1 An updated Scheme of Delegation and Reservation to include reference to Lincolnshire County Council and new membership reflected was presented.
- 7.2 AEC sought Board's approval to request that Anthony Collins conducts a review of the company's scheme of reservation and delegation to ensure they correlate to Hoople's revised articles of association. Board approved this request.
- 7.3 The Board agreed the changes to the Scheme of Delegation for shareholder approval.

Action: KL

8. Policy update

- 8.1 It was noted there were five policies currently under review and are in the process of being updated.
- 8.2 It was resolved that the board members noted the contents of the report.

9. Forward Plan

- 9.1 It was agreed SM would provide a presentation on IT business for the January board meeting.

Action: KL to update the forward plan

10. Any Other Business

- 10.1 There was no other business.

➤ **Date and Time of Next Meeting**

27th January 2021 at 2.00pm.