



HOOPLE BOARD

Minutes of a meeting of the BOARD OF DIRECTORS OF HOOPLE LTD held via Microsoft Teams on Tuesday 30th March 2021 at 2.30pm

Board Members present:

Andrew Cottom (AC)	Chairman and Non-Executive Director, Wye Valley NHS Trust
Cllr David Hitchiner (DH)	Non-Exec Director, Herefordshire Council

Officers Supporting the Board:

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

Invited:

David Warden (DW)	Associate Director IM&T, Wye Valley NHS Trust
-------------------	---

1. Apologies

1.1 Apologies were received from Richard Ball.

2. Declarations of Interest

2.1 There were no new declarations of interest.

3. Minutes, Action Sheet and Matters Arising

3.1 The minutes of the meeting held on 28 January 2021 were agreed 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 20/21 outturn position, the progress to date made by the business and the key issues and risks.

4.2 AEC explained a number of investment purchases had been made including an ICT upgrade, smart screens and flip desks for training and education, and furniture for Nelson building.



4.3 The board noted the contents of the report.

5. Draft Business Plan and Draft Budget 2021/22

5.1 AEC presented the revised business plan to incorporate the agreed 2% cost of living award and revised budgeting areas.

5.2 AEC had acknowledged the Council SLA has been signed and will be billed from 1st April 2021.

5.3 Board approved the revised Business Plan for 2021/22.

6. Cleaning and Maintenance Contract Service

6.1 AEC confirmed that the service was going live from 1st April 2021 and the new staff had begun collecting their welcome packs, IT equipment, uniforms, ID badge etc. and all appeared to be going well.

6.2 AEC recorded her thanks to the teams involved in the transfer of the service for their efforts, hard work and dedication.

7. Scheme of Delegation and Reservation

7.1 The Scheme of Delegation and Reservation was updated to reflect authorisation limits to include the building and maintenance staff.

7.2 The Board approved the revised version and recommended it to the shareholders.

8. Hoople Rebranding

8.1 Jess Wilson, Head of Marketing and Business Development attended to present the new branding and explained the reasons behind the rebranding whilst retaining its foundations to give a sense of consistency and brand recognition.

8.2 Board approved the rebranding.

9. Internal Audit Plan 2021/22

9.1 Board reviewed and agreed the internal audit plan for 2021/22. AC suggested considering expanding the plan in the future to look at more efficiency type issues.

10. Social Value Statement



10.1 Board asked for the donation of trees to be added, include the terminology e.g. EFSA study programme.

10.2 Board approved the Social Value Statement subject to the above amendments.

11. Forward Plan

11.1 The board noted the forward plan.

12. Any Other Business

12.1 There was no other business.

➤ Communication and Announcements

12.2 AC to provide a recorded message for Hoople's 10 year anniversary for staff.

➤ Date of Next Meeting

27 May 2021 – to be rearranged