



HOOPLE BOARD

Minutes of a meeting of the BOARD OF DIRECTORS OF HOOPLE LTD held via WebEx on Wednesday 25 March 2020 at 10.00am.

Board Members present:

CLlr David Hitchiner (DH)
Andrew Cottom (AC)

Chairman and Non-Executive Director – HC
Non-Executive Director - Wye Valley NHS Trust

Officers Supporting the Board:

Nick Mather (NM)
Audrey Clements (AEC)
Tracey Sampson (TS)
[Redacted]
Kerry Lawrence (KL)

Chief Operating Officer
Head of Management Accounting, Herefordshire Council
Assistant Director for People
Training and Education Manager – Hoople
Company Secretary Support / Minute Taker

1. Apologies

1.1 Apologies were received from David Waldron and 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 29 January were agreed as an accurate recording of the meeting.

3.2 The following updates were noted:

7/I A review of investment pension investment returns from Standard Life is to be added to the forward plan for July.

6/B An update on the Reablement service was included in the business update and the action is to be closed; the service is progressing well with an increased number of staffing and recently received a rating of “good” across the board following a CQC inspection.

6/F Covered under ref. 7/A and so 6/F can be closed.

Action status: closed

5/A It was agreed to amend to ongoing, to review following the ending of the coronavirus crisis.

Action status: ongoing



5/D AC gave assurance that Hoople was in a strong cash-flow position and there were no concerns with making payments and salaries.

Action status: closed

Action: KL to update the action sheet

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 The current debt position is low and is not being actively pursued at year end due to the coronavirus crisis. Debt management will restart in the new financial year as the crisis abates.
- 4.3 AC reported the year end audit is planned to take place in June. Advice to be sought from Bishop Fleming to determine if any provisions should be made in relation to Covid-19.
- 4.4 NM updated the board on Hoople's position in relation to Covid-19 and advised majority of staff were working remotely with the exception of a small number of staff within the IT, Payroll and Revenues and Benefits teams who are required to be onsite (to manage the stock room, process paper forms and to print letters respectively). Staff on site are expected to comply with social distancing requirements.

5. Draft Business Plan and Draft Budget 2020/21

- 5.1 NM presented an updated business plan which could also be used as a promotional document. The board were fully supportive of the revised version.
- 5.2 The business plan and draft budget 20/21 was approved.
Action: NM

6. Internal Audit Plan 2020/21

- 6.1 AEC presented the internal audit plan for 2020/21 for board's consideration and advised going forward more comprehensive reports would be provided which included an indication of the significance of individual audit findings.
- 6.2 The board approved the internal audit plan for 2020/21.



7. Forward Plan

7.1 The board approved the forward plan.

8. Any Other Business

8.1 It was noted that, in order to ensure that the company was able to function effectively during the coronavirus crisis, and to facilitate the recruitment process, the leaving date for the COO had been moved to 30 June and that this would be reviewed again at the end of April.

8.2 DH expressed that he would like to visit Churchill House.

Action: KL

8.3 It was agreed to communicate a message to all staff as a thank you for their continued hard work and for adapting to a new way of working during the pandemic crisis.

Action: NM