

# BOARD AGENDA



05 December 2024

1	Welcome	AT
2	Apologies	JD
3	Use of Seal	JD
4	AOCB Approval	AT
5	Declaration of Interest on any Agenda Items	ALL
6	Minutes from Previous Meeting	AT
7	Matters Arising/Update	JD
8	Board Members – Items for Future Meetings	ALL
9	Board Training – Verbal	ALL
10	Chief Executive’s Report	JD

## PRESENTATIONS

Training Portal – SHARE  
&  
The Customer Voice – Sandy Young

## REPORTS FOR DECISION

11	Reports to be approved following the Audit & Finance Sub-committee meeting <ul style="list-style-type: none"><li>○ Budget revision – Forecast Out-turn 2024-25</li><li>○ Bad debt Write off</li></ul>	AT
12	Membership applications	CP
13	Proposed Annual Agenda – 2025	CP

## REPORTS FOR INFORMATION

14	9 Day Fortnight update	JD
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## 15 Asset Management

a)	Repairs Contract update	IT
b)	Jespersen Blocks update	IT

## Consent Agenda

16	a) Gifts and Hospitality – <i>Standing item</i> b) Health and Safety Report – <i>Standing item</i> c) Quarterly Management Accounts – Q2 d) Quarterly Interest Earned – Q2 e) Quarterly Development Report f) Quarterly Planned Programme g) Quarterly KPI Report h) AEL update i) Strategic Plan Actions Update	AT
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j) Policy Review

- Senior Officer Succession Planning Policy & Procedure
- Procurement of Goods & Services Policy
- Sustainability
- Allocations
- Board Code of Conduct
- Data Protection Policy
- Data Retention Policy
- Business Continuity & Crisis Response Plan

k) Annual Reports

- Factoring Services
- Estate Management

17 AOCB – Not discussed elsewhere on Agenda

18 Date of Next Meeting: 06 February 2025